

## **Program Manager (AHLAF)**

The hotel and lodging industry is a vibrant, innovative and full of dynamic opportunities for upward mobility while serving (and supporting) its most important assets: its people. The AHLA Foundation, the charitable giving arm of the American Hotel & Lodging Association, is dedicated to helping people build careers, improve their lives and strengthen the lodging industry. We are a dynamic, entrepreneurial organization poised for growth. The Program Manager would join a nimble, collaborative team that is supportive and fun to work with.

### **Position Summary**

The American Hotel & Lodging Association is looking for a Program Manager to manage, maintain and support the Foundation's core program areas: workforce development, DE&I, and anti-human trafficking. The successful candidate will be able to support strategic goals within each program area, as well as across them, to increase efficiencies and impact. The Program Manager will report to the Vice President of Awareness and Prevention Programs.

### **Responsibilities:**

- Manage key project deliverables across program areas to ensure timely execution, including communication with internal and external project stakeholders and vendors
- Regularly source data to inform impact messaging and program reporting
- Identify opportunities to increase impact and efficiency across programs areas to streamline external communications, as well as program development and delivery
- Support program reporting, including outcome tracking, to include annual report on program strengths and weaknesses
- Monitor grant awards to manage compliance and reporting requirements to ensure timely and accurate completion
- Collaborate with Development team to continuously align program goals and deliverables with funding opportunities and commitments
- Serve as organizational representative at relevant internal/external meetings and events
- Regularly research programmatic focus areas to inform program development planning
- Partner with the Foundation Program Coordinator and the AHLA Events team members to execute program-related events (Inclusive Leadership Academy, No Room for Trafficking Summit, etc.)
- Support operations and deliverables of relevant committee and other advisory structures
- Compile monthly program progress report for Foundation Leadership team

### **Education and Experience**

- Bachelor's degree or related experience
- 3-5 years of experience in nonprofit environment
- Proven project management experience and familiarity with program monitoring and evaluation

**Skills and Attributes**

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and CRMs – Salesforce preferred.
- The ability to source, analyze, and report on data
- Dynamic problem-solving skills
- Positive attitude with customer service orientation and willingness to be flexible to adapt to changing needs and "roll up shirtsleeves" to get the work done.
- Strong organizational skills with an eye for detail and an ability to manage multiple assignments at once
- Thrives working in a fun and fast-paced environment and an ability to work both independently and collaboratively across the organization.
- Able to work under pressure, meeting key project and reporting deadlines.

**Other:**

- Position based in Washington, DC area.
- Hybrid position 3 days in office. (Mon-Wed or Tue-Thurs.)

**AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

**EOE**