Title	*Executive Program Manager, ISSA Hygieia Network*
Department	*ISSA Charities*
Reports to	*Executive Director of ISSA Charities*
Hours	*9:00 am – 5:00 pm*

Job purpose

As the first full time employee dedicated to the ISSA Hygieia Network (IHN) mission, vision and operations, this is the role that will bring the ISSA Hygieia Network to the next level. The role will be filled by an expert in the diversity, equity, and inclusion field, someone who brings a passion for and experience in the advancement of women in the workforce. In many ways, this is an entrepreneurial role and the overarching responsibility is to turn the IHN mission, vision and insights into an impactful reality within the cleaning industry.

We envision building an IHN organization dedicated to the fulfillment of our mission and vision. The Executive Program Manager will possess significant responsibility in shaping that organization; developing and delivering the mission-oriented programs; and working within our industry community to develop relationships and attract support of all kinds, particularly financial support.

Currently, the growth of the new mentor program is an important priority, as is the growth of the IHN event at the annual ISSA Trade Show. Additionally, IHN envisions the ongoing development of industry leadership participation through the IHN Council and various IHN Committees. The Executive Program Manager role will have responsibility to work with existing council and committee members to advance the councils and committees themselves, and to staff those groups in their work.

The ISSA Hygieia Network Program is housed within the ISSA Charities organization and is a partnership between the IHN Council and ISSA Charities. The Executive Program Manager has responsibility and accountability to uphold and manage to the partnered interests of both ISSA Charities and the IHN Council.

Duties and Responsibilities

- Lead operator of the Hygieia Network's activities and initiatives. (IHN Membership, IHN Mentoring Program, Networking Events, Annual Event, etc.)
- Promote and sell the activities and initiatives to ISSA member companies.
- Develop the IHN Membership initiative and promote IHN Membership.
- Work with ISSA Charities Executive Director and personnel to ensure IHN is operating according to ISSA Charities policy and procedure, and is operating synergistically with the other Signature Charities and charitable programs.
- Work with the IHN Council and IHN Committees to ensure the council and committees are able to function properly on behalf of the IHN mission and vision. Coordinate council and committee agendas and facilitate meetings/calls.
- Serve as liaison between ISSA Hygieia Network, ISSA Charities, and ISSA Association.
- Manage the IHN brand, marketing and communication plan and on-going campaigns. Serve as liaison to internal and external marketing resources.
- Establish and maintain relationships with third parties/vendors, like the mentoring software company.

- Serve as event Manager for the annual IHN Trade Show event, and for other local and regional events.
- Create schedules and timelines. Track project/activity/initiative performance against short and long-term goals. Ensure all projects are delivered on-time, within scope and within budget.
- Assist in the creation of the annual budget and plan and in the regular reporting against the budget and plan.
- Engage in various activities to support and participate in the funding and fundraising for IHN.
- Advancing the awareness for IHN, in a way that attracts support of all kinds, particularly financial support.
- Reassessing and advancing the basic IHN Membership Program
- Creating a larger, more widely attended and successful event at the ISSA Trade Show
- Advancing the participation and success achieved with the IHN Mentor Program
- Build, grow and staff the IHN Council and the various IHN Committees
- Create opportunities to partner with and leverage the work of organizations already active in the fields of diversity, equity, inclusion, and women in the workplace

Key Competencies

- **Executive program management capabilities**: In this case, the executive program manager must be capable of conceiving and driving the development and growth of a small, recently founded program such as ISSA Hygieia Network.
- **Diversity, Equity and Inclusion and the Advancement of Women**: Must have both a passion for and proven capability in this increasingly important field. Also, the ability to connect and collaborate with other allied organizations driving DEI and advancement of women in the workplace.
- **Communication and people skills:** Often being the first point of contact, the Executive Program Manager will need to possess excellent written and verbal communication skills.
- **Time management skills:** The Program Manager will need to possess excellent time management and organizational skills to be able to deal with a multitude of tasks and a range of priorities.
- **Computer skills:** The Program Manager will need strong skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful.
- **Problem solving skills:** Program Manager will need to be practical, proactive, unflappable and able to use their initiative.
- Project Management Skills
- Attention to detail and multitasking
- Cross-functional collaboration skills
- Business/Financial acumen
- Decision-Making and leadership skills

Qualifications

- BA/BS degree required
- Project Management Professional (PMP) or equivalent a plus
- PRINCE2 Certification a plus
- Five-years' experience operating/leading a comparable nonprofit program preferred

- Proficient in project management tools/Chronus (mentoring program software)
- Experience/capability to work with third-party mentor software program and company
- Experience in planning, organizational analysis, risk and/or change management
- Theoretical and practical project management knowledge
- Technology, marketing and social media savvy
- Strong working knowledge of Microsoft Office
- Proficient in project management tools/Chronus (mentoring program software)
- Experience/capability to work with third-party mentor software program and company
- Experience in planning, organizational analysis, risk and/or change management
- Theoretical and practical project management knowledge
- Technology, marketing and social media savvy

Working conditions

This position will require working standard business hours, sitting for extended periods of time, standing, and some minor lifting. This position may also be required to attend ISSA's annual trade show for a week which will consist of travel and overnight stay.

ISSA is an equal employment opportunity company.