



Program Officer – Full Time

About The Presidential Precinct

Communities thrive with great leadership, but sometimes the most promising leaders don't have access to the training and connections they need to maximize their impact.

That's why The Presidential Precinct provides exceptional leadership development experiences for changemakers around the world. When our alumni return home, they can accomplish more for their communities with the knowledge, skills, and connections they have gained at The Presidential Precinct. Over 1,500 leaders from more than 170 countries have joined our programs and returned home to invest their knowledge, expertise, and networks to transform the lives of millions worldwide.

Our roots are in Charlottesville, Virginia, and we are grateful for the support of our community, especially the longtime partnership of the region's historic institutions: The University of Virginia, William & Mary, Thomas Jefferson's Monticello, James Madison's Montpelier, and James Monroe's Highland.

Position Summary

As Program Officer at The Presidential Precinct, you will provide comprehensive support for the organization's programs, including planning, administration, evaluation, and reporting. We are seeking a candidate who can work independently and as a member of a team, reporting to the Director of Programs. Professionalism, organizational skills, and the ability to manage multiple tasks with a high degree of accuracy and attention to detail are essential. This position is full-time and based in our Charlottesville, Virginia, office. Occasional regional travel is required. This position is only available to candidates with the right to work in the U.S.

Primary Responsibilities

- Assist with design and implementation of programs.
- Anticipate and meet participants' program- and logistics-related needs.
- Coordinate hotel reservations, travel, ground transportation, catering, speaker contracts, and other contracts and vendor relationships. Ensure compliance with funder requirements.
- Assist with design and implementation of program monitoring and evaluation tools and analysis of program impact.
- Support the development and submission of funding proposals with a focus on resourcing and budget planning.
- Manage program budget development. Ensure timely program-related payments, track program expenditures against budget, and compile required financial documentation.
- Assist in tracking progress on program goals and objectives and in the preparation of reports and narratives.
- Assist with planning and coordination of external and internal meetings and events (e.g., Board meetings, curriculum development meetings).
- Other duties and special projects as assigned.

Qualifications

- Bachelor's degree (Master's preferred) with minimum five years of professional experience.
- Financial management —
 - Demonstrated experience in data management and reporting.
 - Demonstrated experience in budget planning and execution.
 - Demonstrated experience in contract negotiation and management.
 - Demonstrated experience developing and maintaining relationships with vendors and facility managers.
- Relationship management —
 - Direct experience managing academic, professional, and/or citizen exchange programs is preferred.
 - Familiarity with visa, travel insurance, and other support systems for international visitors; experience supporting international visitors' health and wellness.
 - Capacity to identify, engage, and steward community members and community-based organizations in program implementation.
 - Soft skills required to nurture and maintain group cohesion and manage interpersonal conflicts.

- Ability to manage a hiring process and directly supervise undergraduate students as interns and program associates.
 - Familiarity with contact management software.
- Event management —
 - Ability to support program opening and closing events, networking receptions, and other special events involving program participants.
- Cross-cultural experience —
 - Experience or interest in international travel.
 - Ability to work overseas on programs convened in alumni home countries.
 - Ear for foreign languages; fluency in French, Spanish, or Arabic highly desired.

To Apply

To apply, please send a cover letter and resume to info@presidentialprecinct.org. Review of applications will begin on May 15, and the position will remain open until filled.

The starting annual salary for this role is \$60,000–65,000 commensurate with experience.

The Presidential Precinct is an Equal Opportunity Employer. For more information about us, please visit our website at www.presidentialprecinct.org.

We look forward to hearing from you!