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# Program Manager

## About the Regional Response Team

### **The RRT's Mission**

The St. Louis Regional Response Team (RRT) improves the health and well-being of underserved communities by mobilizing the non-profit, philanthropic, and public sectors to address life-threatening crises and system dysfunctions collaboratively. The RRT is supported by a grant from the James S. McDonnell Foundation through June 2026.

### **History**

When the COVID-19 pandemic rocked the St. Louis region in early 2020, cross-sector leaders knew they needed to collaborate in new ways to meet the needs of our most impacted neighbors. The Regional Response Team (RRT) was developed as a centralized system for collective problem-solving, shared decision-making, action, and resource mobilization. The RRT is committed to addressing systemic racism and structural inequities while responding to acute and ongoing crises. To date, the collaborative has organized millions in community funding and facilitated interventions around eviction prevention, vaccine education, medical support for unhoused community members, flooding recovery, and more.

The St. Louis Community Foundation fiscally sponsors the RRT. It is dedicated to inspiring purposeful philanthropy that connects the community and donors to build and preserve a more equitable and vibrant region.

### **Position Overview**

The Program Manager position, like all RRT positions, is a grant funded position with funding secured through June 2026. The Program Manager will execute and refine a partnership-oriented, community-engaged approach to tackling critical regional challenges. The Program Manager will support community collaboratives and emerging coalitions through facilitation, technical assistance, partnership on program design, coalition and project management, and other capacity supports tailored to community needs. The RRT spearheads a portfolio of projects. The Program Manager will focus primarily on housing equity and mental health portfolios. A core part of their work will be facilitating community-identified pilots and working with groups to analyze, design, test, evaluate, and design plans for sustainability and scale.

## Primary Responsibilities

- Co-develop and facilitate processes through which partners target community challenges, create action plans, and develop and test possible solutions.

- Design and facilitate regular meetings with residents, stakeholders, and cross-sector partners.
- Lead the strategy and facilitation of one of the RRT's two standing bodies: the Advisory Council and the Collaborative Action Network.
- Support coalitions through conflict management with diverse stakeholders.
- Convene cross-sector and regional partners to coordinate the community response to critical challenges.
- Identify acute and ongoing regional challenges for the RRT and partners to consider.
- Rapidly and flexibly work with partners in crisis, including supporting and leading on-the-ground crisis response.
- Lead either Communications or Research (below) and contribute to both as needed.
- Communications:
  - Write compelling content and develop materials that highlight needs, opportunities, and program impact for internal and external audiences (e.g. progress summaries, 1-pagers, project descriptions).
  - Prepare reports and presentations for the RRT's Advisory Council, Collaborative Action Network, and other community partners.
  - Partner with communications consultants on select program needs.
- Research and Evaluation:
  - Research equity issues and analyze data to identify policy and system change opportunities.
  - Report and maintain accurate, comprehensive program data.
  - Provide research and program data for communication products, grants, and other RRT needs.
- Monitor the progress and performance of multiple projects, adjusting plans as necessary to ensure successful completion.
- Engage in regional collaboratives and contribute to projects/initiatives where appropriate.

Reports to:  
Managing Director

## Qualifications and Skills

- Minimum of 10 years of experience in the public or private sector in the St. Louis region.
- Exceptional facilitation skills and extensive experience designing and leading strategic meetings with internal and external audiences.
- Comfort in a continuous learning environment and skill matching facilitation style to project/partner needs.
- Track record of developing new programs, initiatives, or tactics and equipping others to implement them with cross-functional teams.
- Ability to manage time and workload effectively, which includes planning, organizing, and prioritizing with attention to detail.
- Flexibility and comfort in a fast-paced/ambiguous environment.
- Sharp analytical and problem-solving skills.
- Exceptional verbal and written communication skills.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Commitment to racial equity and continuous learning about bias, systemic racism, and the impact of oppression on the region's vitality.

- Ability and agility to work with limited supervision.
- Proven history of office management skills and knowledge of budgeting and grant processes.
- Demonstrated commitment to the St. Louis community.
- Ability to work some evenings and weekends.
- Bachelor's degree is required.

## **Equal Opportunity**

The St. Louis Community Foundation is an equal opportunity employer and does not discriminate based on sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, personal appearance, family responsibility, political affiliation, or any other status protected by applicable local, state, or federal law.

## **Compensation and Benefits**

The salary for this position is set at \$87,550.

Benefits include paid sickness and vacation time after three months of employment, paid federal holidays, subsidized health, dental, and vision insurance, an FSA, a retirement account with employer contribution and match after one year of employment, paid parental leave, and other benefits.

## **Hours**

37.5-hour work week. Office hours are 8:30 AM-5:00 PM, with some events outside this timeframe. We offer flexible schedule options for full-time employees in good standing after three months of satisfactory employment.

## **COVID-19 Related Operations**

The St. Louis Community Foundation and RRT will operate at our #2 Oak Knoll Park headquarters in compliance with St. Louis County health guidelines. Applicants are highly encouraged to be COVID-19 vaccinated, including appropriate boosters.

## **Commitment to Equity**

The St. Louis Community Foundation and RRT strive to achieve equity in our workplace. We prohibit discrimination and harassment of any type and afford equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, gender identity or expression, protected veteran status, or any other characteristic protected by law. We conform to the spirit and the letter of all applicable laws and regulations, valuing equity in the workplace and community.

## **To apply**

Submit a **cover letter and resume** via email to [jstomer@stlgives.org](mailto:jstomer@stlgives.org) with "Program Manager"- [Your Name]" in the subject line. In your cover letter, please share what draws you to the RRT's mission and what experience qualifies you to succeed at the responsibilities discussed in this job description.

Resumes will be reviewed if received by **March 26, 2025**. Due to the volume of applications, we can only follow up with candidates whose experience most closely fits organizational needs.