



Position: Senior Program Manager – Founding Era Partnerships at the America250 Foundation

Date Posted: July 1, 2021

Applications Due: August 1, 2021

Start Date: September 20, 2021 (no later than)

About America250 and the America250 Foundation

America250 is the multi-year commemoration of the 250th anniversary of the United States of America that peaks on July 4, 2026. It is a once-in-lifetime opportunity to deepen understanding of our complicated past and ignite shared optimism for our future through inclusive programs and experiences that inspire us to renew and strengthen our daring experiment in democracy. Together we are inspiring the American spirit within all Americans and each American, grounded in our nation’s founding principles, for our continuing journey toward a more perfect Union.

The America250 Foundation (Foundation) is the 501(c)(3) nonprofit partner of the U.S. Semiquincentennial Commission. The Foundation works collaboratively with the Commission and public and private entities across the country to bring the vision for America250 to life through national and grassroots programming, commercial and non-commercial partnerships, marketing, and fundraising efforts. For more information visit www.america250.org

Position Description

Reporting to the Director of Tribal and National Partnerships, the Senior Manager of Founding Era Partnerships position is responsible for:

- 1) working with governments, organizations, and individuals to highlight the ideals, people, places, and events of the founding era with America’s past, its present, and its future in line with the America250 vision to ignite our imaginations, elevate our diverse stories, inspire service in our communities, and demonstrate the lasting durability of the American project.
- 2) coordinating America250’s efforts to partner and collaborate on selected large-scale bicentennial legacy programs, including but not limited to the Freedom Train and Tall Ships.
- 3) collaborating with the leading institutions and individuals who investigate and interpret the relevance of the founding era for all Americans.
- 4) coordinating with other elements of the America250 Programming and Planning (P&P) department to facilitate and coordinate founding era-related programming and partnerships across national and community partner frameworks (state, territory, and community; federal agency; tribal; international; national signature; national and community partnerships).
- 5) collaborating with the America250 Communications department to weave the founding era into America250 messaging and support outreach opportunities through commissioners and other ambassadors.
- 6) working with the Director of Engagement, Director of Public Outreach & Inclusion, and external partners to develop educational resources, planning guides, templates, and other

toolkits and resources involving the founding era and its intersection with America's past, present, and future.

7) representing America250 as a speaker, presenter, convener, and/or exhibitor in academic, educational, and community webinars; panel discussions, conferences, and other gatherings when relevant.

8) supporting the Director of Tribal and National Partnerships in identifying the people (staff, contractor, and volunteers), financial resources (money and in-kind), and tools necessary to support Founding Era related engagement and partnerships.

Duties and Responsibilities

- Establish and maintain a network of relationships with leading institutions and individuals who investigate and interpret the founding era.
- Monitor developments in both the popular, civic, and scholarly discourse on the founding era.
- Facilitate and participate in forums for collaboration and engagement arising from the intersection and connection of the ideals, people, places, and events of the founding era and America's past, present, and future.
- Support other Programs and Planning divisions by coordinating, facilitating, and supporting collaboration and engagement arising from the intersection and connection of the ideals, people, places, and events of the founding era and America's past, present, and future.
- Manage and lead partner relationships involving founding era and other large-scale programming and support the development of Memoranda of Understanding with partners.
- Consult and collaborate with the America250 Communications department in developing messaging and composing content for America250 communications channels that present the founding era as touchstone for America's past, present, and future and highlight founding era programming, partners, and stakeholders.
- Develop talking points and related content and provide other logistical assistance (in collaboration with the Communications and Administration departments) to support founding era outreach by commissioners and other ambassadors.
- Work with partners and stakeholders in collaboration with the Director of Engagement and the Director of Public Outreach & Inclusion to create original, engaging, nonpartisan, and inclusive educational content and resources planning guides, templates, and other toolkits and resources involving the founding era and its intersection with America's past, present, and future for all Americans, all ages, and all learning levels.
- Represent America250 as a speaker, presenter, and/or exhibitor in academic, educational, or community webinars, panel discussions, conferences, and other events/discussions/gatherings as needed.
- Serve as technical representative in guiding the work of contractors supporting founding era initiatives and selected large-scale initiatives.
- Draft and oversee contracts, MOUs, and Statements of Work for founding era partnerships and selected large-scale bicentennial legacy programs and partnerships, in collaboration with America250 legal counsel.
- Attend America250 events, programs, and commission meetings (in-person/virtual), including occasional weekends, evenings, and travel, as necessary.

- Train, supervise, and manage interns, and volunteers on assigned duties and projects related to National Partners, and, as appropriate, manage junior and mid-level programming staff.
- Work closely with staff across the organization to support America250's mission.
- Additional duties as assigned.

Qualifications and Skills

- Advanced/terminal degree in American History, Applied History, Public History, or a closely related field.
- Demonstrated experience cultivating and maintaining high level partnership relationships in nonprofit, government, and commercial contexts. Proven ability to:
 - engage partners with honesty and integrity to build trust,
 - balance the sales and service aspects of partners relationships,
 - listen for partner requirements and opportunities,
 - negotiate a broad range of strategic, substantive, and tactical issues, and
 - resolve a range of relational, programmatic, and administrative issues.
- Minimum of five years' experience managing programs/projects from concept to close out. Preferably involving a range of domains, topics, temporal contexts (past, present, future), and interdisciplinary collaboration. Proven ability to:
 - prepare and evaluate program proposals,
 - engage in the creative and inclusive process of program conceptualization and planning, and
 - manage complex, large scale programs requiring the full range of project management skills.
- Experience successfully developing and managing strategic plans and schedules.
- Experience presenting status updates and recommendations to organizational leadership and external stakeholders.
- Experience fostering a culture of trust, collaboration, and productivity; resolving conflict; and providing fruitful feedback.
- Perspective that values collective success of an organization.
- Experience creating policy, translating policy into process, and executing a programmatic mission; equal parts policy-oriented and action-oriented.
- Experience drafting and overseeing contracts, MOUs, IAAs, and/or Statements of Work for programs and partnerships, in collaboration with legal counsel.
- Demonstrates strong communication skills in written and oral English.
- Skilled and compassionate colleague who is attentive to details, creative, thoughtful, collaborative, confident, respectful, engaged, effective, flexible, and highly organized.
- A passion for America250's vision.

Additional Position Information

- This is a full-time position (40 hours/week) with the America250 Foundation, a 501c3 nonprofit.
- The anticipated start date of September 20, 2021.
- The salary for this position is \$75,000-85,000 annually. Salary is commensurate with experience. America250 offers a competitive benefits package. The America250 Foundation office is expected to move to Alexandria, VA (one block from the King Street

Metro) in September 2021. America250 offices are temporarily closed due to COVID-19, and all employees are currently remote. When it is safe to return to the office, staff will work together to establish a hybrid in-office/work-from-home plan, with the expectation that staff will be working from the America250 Headquarters 2-3 days/week.

- Travel for this position may be required with potentially two-three trips/quarter. America250 staff will follow OMB travel guidance, and travel for all America250 staff will only resume when it is fully safe to do so.
- The America250 Foundation and U.S. Semiquincentennial Commission remain committed to an inclusive environment where diverse ideologies and experiences are shared in a supportive, team-oriented environment. The Foundation prioritizes diversity in its hiring, promotion, compensation, and development practices, and is committed to ensuring that the organization is fully representative of the diversity of the nation we represent.

To apply for this position, please email your resume and cover letter to jobs@america250.org by August 1, 2021.