

Manager, Programs & Partnerships (Full-time)

TECH CORPS is searching for a **Full-Time Manager, Programs & Partnerships** to join us as we work to Educate, Excite, and Empower K-12 students and educators!

As the Manager, Programs & Partnerships, you will lead the day-to-day delivery of TECH CORPS programs across the region while serving as the organization's primary local ambassador. This role owns program implementation, staffing, and volunteer engagement in Central Ohio and is equally responsible for growing TECH CORPS' regional footprint, proactively securing and nurturing new partnerships with schools, districts, and community organizations. The ideal candidate blends hands-on program management with genuine relationship-building instincts and a passion for expanding student access.

Who is TECH CORPS?

TECH CORPS expands access to the opportunities technology creates through hands-on, career-connected learning experiences that help students build skills, gain confidence, and prepare for what's next.

Founded in 1995, TECH CORPS is the nation's longest-running technology education nonprofit, reaching thousands of K-12 students each year through programs ranging from one-day experiences that spark curiosity to immersive learning that helps students earn industry-recognized credentials. TECH CORPS also partners with educators, schools, businesses, and community organizations to expand access to high-quality technology learning so more students have the opportunity to succeed.

Salary: \$50,000-\$60,000 and generous benefits package

Location: Central Ohio (remote work available)

Please submit your resume and cover letter describing how your experience aligns with the Manager, Programs & Partnerships position to Carla Easley, ceasley@techcorps.org.

What will you do as the Manager, Programs & Partnerships?

Program Delivery & Quality

- Implement, support, and evaluate TECH CORPS programs throughout the Central Ohio region.
- Recruit and support program participants for community-based programs, including sorting, preparing, and processing paperwork for participant eligibility.
- Recruit, train, and manage program staff and the regional volunteer workforce.
- Coordinate program schedules and logistics to ensure adequate resources are in place and programs launch on time.
- Manage a small team of support staff and provide day-to-day coaching and direction.
- Collaborate with other teams to provide information for program and grant reports.

Partnership Growth & Community Engagement

- Serve as TECH CORPS' primary local connector in Central Ohio, proactively identifying and building new partnerships with schools, districts, and community organizations.
- Confidently present and position TECH CORPS program opportunities in partner conversations, addressing questions, identifying barriers, and helping move interested partners toward program commitment and implementation.
- Lead exploratory conversations with prospective partners to understand community needs and identify mutually beneficial opportunities to bring TECH CORPS programs to their students.
- Develop, cultivate, and steward relationships with new and existing program partners to strengthen engagement and support long-term retention.
- Lead regional enrollment efforts in alignment with organizational marketing strategies, ensuring outreach, family communications, and recruitment reach program goals.
- Represent TECH CORPS at community events, partner meetings, and regional convenings to build visibility and awareness of the organization's programs.
- Routinely track and report on regional partnership and enrollment activity, including prospective partners, relationship status, and outcomes.
- Perform other duties as assigned

What will you need to be successful in this role?

TECH CORPS is looking for a passionate, creative and collaborative professional to work in the Central Ohio area. Top candidates will have:

- Passion for the mission of the organization, creativity, and initiative.
- Demonstrated agility, flexibility, and adaptability in a fast-paced environment, responding effectively to changing priorities, partner needs, and program demands.
- A natural relationship-builder who is energized by networking and forming new community and organizational connections.
- Demonstrated ability to take initiative, work independently, and manage multiple projects without close supervision.
- Demonstrated planning, organizational, and communication skills, both written and oral.
- Demonstrated ability to recruit and manage staff members and volunteers.
- Demonstrated ability to work collaboratively and effectively with diverse stakeholders.
- Strong customer service relations skills, professionalism, and attention to detail.
- Professionalism, discretion, and ability to maintain confidentiality.

The following skills and knowledge are also necessary:

- High school diploma required; Bachelor's degree in a related field preferred.
- 1–3 years of experience in a nonprofit organization and/or formal/informal education.
- Demonstrated experience in partnership development, community outreach, or relationship-based work strongly preferred.
- Proficient with Microsoft Office (Word, Excel, PowerPoint).
- Proficient with Google Suite (Gmail, Sheets, Docs, Slides).
- Persuasive communicator who can translate program features and outcomes into a compelling value proposition for schools, districts, and community partners.
- Demonstrate persistence, initiative, and comfort with proactive outreach.
- Ability to identify opportunities, open doors, build trust, and move relationships from conversation to commitment.
- Comfortable initiating conversations with new organizations and speaking confidently about TECH CORPS' mission and programs.
- Confident in communicating TECH CORPS' mission, programs, and impact to both small and large audiences.
- Familiar with Central Ohio's K–12 education landscape, technology and workforce development ecosystem, and community/nonprofit networks (is a plus).

What are the working conditions?

- Hybrid work environment — office or remote based on daily work needs.
- Frequent local travel to program sites, partner meetings, and community events throughout Central Ohio.
- Ability to work evenings and weekends as needed, particularly during peak program periods and for community or partner events.
- Occasional travel to regional and/or national conferences (as necessary).
- Light lifting up to 20 pounds.

WORK PERKS!

Check out our unique #workperks!

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| • Health Care Plan (80% Employer-Paid) | • Winter Break PTO |
| • Group Life Insurance Program | • Birthday Off |
| • (100% Employer-Paid) | • Training and Development |
| • Retirement Plan; Bonuses | • Work From Home and/or Flexible Hours |
| • 11 Holidays | • Company Equipment |
| • Paid Time Off (PTO) | • Social Events |

TECH CORPS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.