



Program & Events Manager

July 20, 2026

OVERVIEW

Within the framework of the Foundation's North Star and strategic approach to community development, the Program & Events Manager ("Manager") will develop, synthesize, and implement high-value programs, learning experiences, and strategic projects.

This position works with the CEO and other Arras staff to ensure internal/external alignment and optimization of programs, strategies, learning and community development initiatives, with a goal of building a healthy community. This position is the lead staff to the Foundation's Give Local initiative and supports its growth, success, and integration annually, and is the organization lead on shared learning experiences and other education and development initiatives. This position will take the lead on development and implementation of special projects or events designed to further embed the Foundation's work into the community.

DUTIES AND RESPONSIBILITIES

This position will work with the Foundation staff, Board of Trustees, other contractors, and community partners to:

1. Lead and optimize special projects, signature events, philanthropic initiatives, and community learning opportunities, ensuring synergy and integration across program and strategy areas, such as, but not limited to:
 - a. Give Local;
 - b. Together SC Nonprofit Leadership Development Cohort;
 - c. Professional development events;
 - d. Community education events; and
 - e. Arras Foundation-hosted events.
2. Be proactive and create opportunities for the Foundation to build community learning, connection, and capacity. Manage and communicate the Foundation learning calendar.
3. Serve as Arras Foundation ambassador, as needed, in community settings.
4. Research and review opportunities for synergy and continued development of the Foundation's North Star within the communities we serve.
5. Other duties as assigned.

This job description does not contain a comprehensive listing of activities, duties, or responsibilities required for the position. Other duties, responsibilities, and activities may change or be assigned.

ESSENTIAL FUNCTIONS

- Excellent organization skills, high initiative, and proven success in a team environment
- Event planning, coordination, and evaluation skills
- Excellent communication, listening, writing, facilitation, and reporting skills
- Protocol development and implementation experience
- Community development and high-level ambassadorial ability

P.O. Box 818, Lancaster, SC 29721

- Ability to understand and maintain the sensitive nature of Foundation work

DESIRED EDUCATION AND EXPERIENCE

- Bachelor's degree, and experience working with the philanthropic and/or the nonprofit sector highly desirable
- High level of initiative and has experience managing multiple high visibility/high-value priorities simultaneously
- Five years of management, communication, outreach and coordination responsibilities
- Demonstrated record of successful senior-level thought partnership in a fast-paced work environment
- Demonstrated community ambassadorial success, team skills, exceptional writing and listening, event planning, development, communication, delegation, and coaching skills
- Demonstrated contract and relationship management experience and must be willing to lead staff or coalitions as needed
- Excellent verbal, interpersonal, written, presentation, training, organizational, and communication skills
- Demonstrated success working in a fast-paced, professional team environment with proven success handling multiple priorities and overlapping deadlines
- Proven experience working as a collaborative member of a team
- Microsoft Office proficiency, experience with other digital platforms and collaborative workflows
- Ability to assist staff (including consultants and interns), board members, grantees, advisors, and the public in a courteous, helpful, and respectful manner
- Reflect the values and culture of the Arras Foundation; exhibit commitment for the communities we serve
- Experience in and demonstrated commitment to the success of small, rural communities a plus
- Travel, some overnight, will be required; must have reliable transportation
- Must be able to lift 25 pounds

SALARY

Commensurate with experience.