

Program Manager – The Ohio Credit Union League

General Duties

The Program Manager will be responsible for the strategic planning, development, and execution of a wide range of League and Foundation programs and events that shape the professional development landscape of credit union professionals. This dynamic position works collaboratively with different teams to create valuable networking opportunities, educational initiatives, and engaging experiences for credit union leaders and business partners. Additionally, this position advances the Ohio Credit Union Foundation's mission by overseeing its grants program.

Requirements:

- A college degree in a relevant field and/or substantial relevant experience.
- Background in developing and leading revenue-generating projects.
- Exceptional leadership skills with the ability to work with several diverse teams simultaneously.
- Proven experience and success in setting event revenue goals and managing dynamic budgets.
- Ability to handle multiple tasks simultaneously with attention to detail, excellent organizational, and time management skills under pressure.
- Strong communication skills, both in-person and through modern tools and platforms (i.e., email, social media, etc.).
- Working knowledge and experience with Cvent Event Management Software (preferred).

Special Projects:

- Organize and implement logistics for annual event programming.
- Establish and manage programming budgets to ensure revenue goals are met.
- Research industry education needs to develop enticing professional development agendas.
- Negotiates venue, speaker, and catering contracts to meet programming needs.
- Cultivate relationships with business partners to recruit sponsorships.
- Create and oversee program marketing strategies.
- Evaluate program impact and reassess objectives and outcomes; plan for continuous improvement.
- Engage with key stakeholders through pre-event communications, outlines, meetings, etc.

How to Apply:

Apply online [here](#)