

Cape Cod Foster Closet Job Description



Job Title: Program Manager

Status: Full-time, exempt, 32 hours per week

Reports to: Executive Director

Position Overview

The Program Manager plays a key role in the day-to-day administrative and programmatic success of the Cape Cod Foster Closet. They will work closely with the Executive Director and volunteer leadership to ensure efficient operations, effective service delivery, and excellent community presence.

Responsibilities

Operations and Communications

- Manages daily administrative tasks: mailing, banking, and receipt tracking
- Maintains Customer Relations Management database
- Assists marketing efforts through web, print, and social media outlets
- Supports Director in creating reports for Board of Directors and public

Programming

- Staffs a minimum one store shift each week
- Plans and implements three annual giveaway events
- Coordinates supply drives hosted by community members and organizations

Volunteer Coordination

- Leads monthly volunteer orientation sessions in Orleans and Falmouth
- Assists volunteers in determining appropriate roles/activities
- Supports volunteer communication and appreciation

Other Responsibilities, to be determined

Qualifications

- 3+ years in program management, ideally in the nonprofit sector
- Excellent interpersonal, leadership, and communication skills
- Strong organizational abilities and attention to detail
- Technical proficiency with Microsoft Office and Google Drive, CRM databases preferred
- Willingness to support an eclectic variety of needs
- Independent transportation
- Ability to lift 15 pounds

Salary \$45,000-50,000 (\$27-30/hour), commensurate with experience.

Work Environment

The Cape Cod Foster Closet is a small, but growing nonprofit. We currently have two paid staff and numerous volunteer positions. Staff operate on a hybrid work schedule, alternating between working at our spaces in Orleans, Hyannis, and Falmouth and working from home, depending on the needs of the organization.

Application Process

Please submit a cover letter and resume to info@capecodfostercloset.org by February 28, 2026. Applications will be reviewed in the order they are received.