WILDERNESS LEADERSHIP & LEARNING (WILL)

Program Manager

Washington, DC · Full-Time, Salaried, Exempt · $65,000–$72,000 annually

- **Position:** Program Manager
- **Reports To:** Steve Abraham, Founder & President
- **Work Schedule:** Monday–Friday (non-program weeks); Tuesday–Saturday (program weeks), including evening outreach and overnight programs
- **Work Arrangement:** Hybrid; minimally three days/week in the Washington, DC office;1140 Connecticut Ave, NW, Suite 1200, Washington, DC
- **Expected Start Date:** Mid - January 2027

About WILL



In 2003, WILL founder and President, Steve Abraham, inspired by his 2001 National Outdoor Leadership School program experience, left his law practice to establish a program to enhance the educational, leadership and life skills of DC high school youth. WILL is a transformative, holistic, 12-month experiential learning, youth leadership, and life skills development program that unleashes the potential of and positively impacts the young people with whom we work. Since its inception, WILL has served more than 715 youth, and 100% of its graduates have graduated from high school or are on track to graduate. The organization has been recognized by the Catalogue for Philanthropy, now Spur Local, as one of the best small community-based nonprofits in the DC area. 2026-2027 marks WILL's 23rd year providing quality positive youth development programming for District of Columbia area 9th-11th graders from under-resourced communities that empowers them and develops their confidence, character, and leadership skills for them to be effective and succeed in life and contribute to their communities. WILL's mission is to provide diverse growth experiences and challenging learning opportunities to inspire youth to make good decisions, become effective leaders, and achieve their goals.

Website: https://www.will-lead.org/

Position Summary

The Program Manager works closely with WILL's Founder & President to oversee daily program operations, participant engagement, and the delivery of high-quality youth development experiences. While the Founder & President provides strategic leadership, the Program Manager, in collaboration with WILL's Founder & President and Strategy Advisor, manages day-to-day program operations, oversees program implementation, and addresses day to day program needs in accordance with established program and organizational policies and practices. The Program Manager consults with the Founder & President on program challenges and seeks approval for critical decisions.

The position leads recruitment, enrollment, program delivery and evaluation, family engagement, and intern and volunteer supervision while supporting the continued development of WILL's alumni program. The Program Manager serves as the primary point of contact for youth and volunteers.

Essential Duties and Responsibilities

1. Program Administration and Participant Engagement

Oversee recruitment, enrollment, and family engagement, and program operations to ensure effective implementation and a positive participant experience.

- Lead annual recruitment to secure eligible applications to enroll 40 high school 9th-11th graders. The Founder & President establishes school and nonprofit recruitment opportunities, while the Program Manager leads program days, community outreach, and follow-up.
- Manage applications, eligibility review, conditional acceptance, enrollment, parental consent, and participant records.
- Maintain regular communication with students and families through school visits, calls, emails, and texts for reminders, attendance confirmations, and follow-up.
- Develop the annual program calendar with the Founder & President and coordinate transportation, meals, venues, equipment, supplies, and staffing.
- Manage day-to-day program needs in accordance with established policies and practices and consult with the Founder & President on significant challenges and program changes.

2. Youth Development and Program Delivery

Lead engaging youth development experiences that strengthen leadership, confidence, teamwork, and personal growth through experiential and outdoor education.

- Facilitate engaging Saturday sessions aligned with WILL's Four-Pillar Program Model and Framework, fostering youth leadership, character and life skills development, personal growth, and experiential learning.
- Co-lead wilderness expeditions and environmental learning experiences, including activities, including, by way of example, the ropes course, day on the rivers, spring break trip to the Bay, and 7-day backpacking expedition.
- Maintain a safe, inclusive environment through effective risk management, participant supervision, behavior management, and established emergency procedures.
- Track attendance, retention, participant progress, and program outcomes; use evaluation findings to recommend improvements.
- Support the Founder & President in refining WILL's alumni program, including mentoring, community service, and leadership activities.
- Establish and maintain community partnerships and resources to connect WILL youth and families with educational, social, and other support services.

3. Volunteer and Intern Supervision

Provide leadership, training, and supervision to interns and volunteers supporting WILL's programs.

- Recruit, onboard, train, schedule, and supervise interns and volunteers.
- Assign responsibilities, provide coaching and performance feedback, and ensure compliance with organizational policies and procedures.

4. Communications and Organizational Support

Document program impact, strengthen partner relationships, and support organizational communications and fundraising activities.

- Provide school partners with updates on WILL youth participation, accomplishments, and activities, consistent with privacy requirements.
- Capture program photographs, participant stories, and activity highlights for social media, newsletters, annual reports, and donor communications.
- Provide program data and outcomes for grant reporting, fundraising, and organizational evaluation.
- Support organizational events, including the WILL Power Party, graduation, and cultivation activities.
- Other WILL related tasks assigned by WILL's President

Required Qualifications

- Bachelor's degree in youth development, education, nonprofit management, business administration, or a related field, plus at least three years of experience managing youth development programs; or at least five years of relevant youth development program management experience in lieu of a bachelor's degree.
- Strong experience in participant recruitment, enrollment, family engagement, and relationship management.
- Demonstrated ability to facilitate engaging youth development activities, workshops, and experiential learning experiences.
- Experience implementing youth leadership program policies, managing daily operations, and resolving operational challenges.
- Ability to collect, organize, and analyze program data to monitor participation, retention, and outcomes.
- Strong written and verbal communication, organizational, presentation, and interpersonal skills.
- Proficiency with Microsoft Office, shared-drive systems, and electronic recordkeeping.
- Demonstrated commitment to equity, inclusion, justice, and expanding opportunities for youth.

Preferred Qualifications

- Demonstrated experience managing and facilitating youth development programs serving teenagers from under-resourced communities.
- Experience supervising, training, and providing performance feedback to employees, interns, or volunteers.
- Experience in outdoor education, experiential learning, or environmental education.
- Experience facilitating youth leadership and social-emotional learning.
- First Aid/CPR certification and wilderness safety training
- Fluent/Proficient in English and Spanish

Additional Requirements

- Valid driver's license and reliable transportation for school visits, recruitment, and community outreach.
- Ability to participate in outdoor activities and lift equipment weighing at least 50 pounds, with reasonable accommodation where applicable.
- Successful completion of required background checks and youth protection screenings.
- Agreement to WILL's conflict-of-interest policies and disclosure requirements.

Location and Benefits

- Candidates must be within commuting distance of WILL’s office at 1140 Connecticut Avenue NW, Washington, DC
- Generous PTO (vacation, personal days, and holiday schedule)
  - WILL provides between Christmas and New Years as paid days off
  - WILL observes nine (9) federal holidays, as well as the day after Thanksgiving, totaling ten (10), observed paid holidays
  - New employees accrue five (5) working days of annual leave per year for the first two calendar years of employment
  - Employees accrue three (3) paid sick days per year
  - WILL also provides two (2) “flex” paid days off per year to be used at the discretion of each employee
- Employee Health insurance (medical, vision, and dental) – WILL pays 100% of the premium cost for vision and dental insurance, and 100% of the premium for the base medical insurance policy
- Retirement benefits (SIMPLE IRA)

How to Apply for this Role

Candidates should send the following (with "WILL Program Manager" as the subject) to **steve.abraham@will-lead.org**. Submissions are not complete nor reviewed until all items have been provided:

- A current resume
- A cover letter addressed to Steve Abraham outlining:
  - How your experience and skills match what WILL is looking for in our program manager,
  - Your salary range expectations, and
  - Your available start date

Applicants must submit a personally written cover letter, without AI-generated content, addressed to Steve Abraham, Founder & President, and tailored specifically to WILL's Program Manager position.

Equal Employment Opportunity

Wilderness Leadership & Learning (WILL) is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic p rotected by law.