

DANenet Part-Time Program Manager

OVERVIEW: This is a part-time (60% FTE, 24 hrs/wk) salaried position for an experienced nonprofit program manager. This position oversees our Digital Equity Project (DEP), which leverages partnerships with other nonprofits in Dane County to provide laptops, basic computer instruction, and tech support to seniors and adults from low-income households who would otherwise not have digital access. Strong organizational and excellent communication skills are crucial to the success of this position and program.

Responsibilities

- Schedule and support hourly instructional staff
- Schedule in-person and remote computer skills classes (group instruction on a specific topic) and computer help clinics (1:1 computer assistance)
- Collect and report program attendance, support, and device distribution data
- Evaluate program sites, policies, and procedures for effectiveness
- Develop and expand program based on stakeholder feedback and community needs
- Occasionally meet in-person with program stakeholders and perform site visits throughout Dane Co.
- Monitor program outcomes and prepare regular reports for funders/ED
- Identify and pursue funding opportunities to sustain and expand program initiatives beyond 2026
- Stay current with best practices in digital equity work

Qualifications

- At least 4 years' experience in nonprofit management or business admin
- Strong leadership and team management skills
- Excellent communication and interpersonal skills
- Ability to build and maintain relationships with diverse stakeholders
- Knowledge of fundraising strategies and grant writing/reporting
- Experience with program data analysis and evaluation
- Attention to detail and ability to manage multiple projects simultaneously
- Must have valid drivers' license and reliable transportation
- Bilingual (Spanish/English) strongly preferred
- Schedule is flexible but must be able to work weekdays during normal business hours

Salary for this part-time (60% FTE, 24 hrs/wk) position ranges from \$37-45k commensurate with experience and language skills. Healthcare coverage, PTO, paid professional development opportunities, and retirement fund option available after six months. DANenet HQ is located at 128 E. Olin Ave. in Madison. schedule can be partially remote.

Application deadline is 6:00pm August 15, 2025. For more information or to submit your cover letter and resume, please email Shawn Steen (she/her) via hiring@danenet.org.

DANenet is a 501(c)3 non-profit organization focusing on digital equity since 1996, providing hundreds of local nonprofits with affordable, professional tech and website support services. Our Digital Equity Project focuses on closing the digital divide in the communities our nonprofit partners serve. DANenet is strongly committed to diversity, inclusion, and equity in everything we do.