

Cal Poly Humboldt

Sponsored Programs Foundation

Job Announcement
This is not a state position



Job Title: Programs Manager
Hours: 40 hours per week, Exempt
Salary Range: \$92,000 - \$115,000 annually
Project Name: Norcal APEX Accelerator
Reports to: Norcal APEX Accelerator Director
Application
Deadline: First review date Aug 24th, 2026. Position is open until filled.

Help businesses compete—and win—in the government marketplace.

The Northern California APEX Accelerator at Cal Poly Humboldt Sponsored Programs Foundation is seeking an experienced Programs Manager to lead operations for one of California's largest procurement technical assistance programs. This is an opportunity to lead a talented team, improve systems, and expand economic opportunities for businesses throughout Northern California.

If you're an experienced leader who enjoys building high-performing teams, improving operations, and making a measurable impact on local economic development, we'd love to hear from you.

WHY YOU'LL LOVE THIS ROLE:

- Lead programs serving businesses across 15 Northern California counties
- Supervise and mentor a talented mission-driven team
- Improve systems and operations that directly support economic development
- Work alongside experienced leaders in government contracting and entrepreneurship
- Competitive salary of \$92,000–\$115,000 annually
- Excellent benefits and work-life balance through Cal Poly Humboldt SPF

BENEFITS:

This is a full-time, 12-month, Category A Exempt position with Cal Poly Humboldt Sponsored Programs Foundation (SPF). Category A employees are eligible for a comprehensive benefits package including medical, dental, vision, and life insurance; paid vacation and sick leave; paid campus holidays, including the annual December holiday recess; and one personal holiday each calendar year. Employees may also become eligible to participate in the SPF retirement program after completing one year of service with at least 1,000 hours worked during that year, subject to plan eligibility requirements.

LOCATION:

This position is based at **Startup Humboldt** in downtown Arcata, a collaborative innovation hub that supports entrepreneurs, small businesses, and economic development throughout the North Coast. Startup Humboldt provides a dynamic, mission-driven work environment where organizations, business leaders, and community partners come together to foster innovation and regional growth.

Located on California's beautiful North Coast, Arcata offers easy access to redwood forests, the Pacific Ocean, and abundant outdoor recreation, while maintaining a vibrant downtown and close-knit community.

POSITION SUMMARY

The Programs Manager serves as the operational leader of the Norcal APEX Accelerator. This position manages daily program operations, supervises staff, ensures grant compliance, oversees performance reporting, and helps deliver outstanding technical assistance services to businesses throughout Northern California.

ESSENTIAL DUTIES

Program Operations & Leadership

- Lead the day-to-day operations of Norcal APEX Accelerator programs and services.
- Develop, implement, and monitor annual work plans, operational priorities, and service delivery schedules.
- Coordinate staff assignments and program workflow to ensure efficient operations.
- Ensure timely completion of grant deliverables, contractual obligations, and organizational objectives.
- Recommend operational improvements to enhance program effectiveness and client outcomes.

Staff Supervision & Team Development

- Supervise Procurement Specialists, the Programs Coordinator, interns, and other assigned staff.
- Provide coaching, mentoring, and professional development opportunities.
- Conduct regular staff meetings and performance evaluations.
- Foster a collaborative, high-performing team culture focused on exceptional client service.

Performance Management & CRM Administration

- Manage organizational performance metrics and reporting systems.
- Oversee CRM data integrity, utilization, and reporting.
- Analyze counseling activity, training outcomes, client satisfaction, and other key performance indicators.
- Prepare operational reports and performance summaries for the Director and funding agencies.

Grant Administration & Compliance

- Support grant development through work plan implementation, documentation, and proposal assistance.
- Prepare required program reports and maintain supporting documentation.
- Monitor compliance with federal, state, local, and private grant requirements.
- Ensure program operations adhere to organizational policies and applicable regulations.

Budget Monitoring & Resource Management

- Monitor program budgets and expenditures in coordination with fiscal staff.
- Direct purchasing and procurement activities consistent with organizational policies.
- Assist with operational planning and resource allocation to maximize program effectiveness.

Client Services & Quality Assurance

- Monitor client intake processes and service delivery standards.
- Ensure consistent, high-quality technical assistance throughout the service region.
- Implement continuous quality improvement initiatives based on program data and client feedback.
- Review operational procedures and recommend improvements to increase efficiency and effectiveness.

Events, Training & Outreach

- Manage the annual training and outreach calendar.
- Direct planning and implementation of workshops, webinars, conferences, and outreach events.
- Coordinate marketing activities that promote organizational programs and services.
- Support public outreach efforts that increase awareness and participation.

Partnerships & Organizational Support

- Maintain collaborative relationships with government agencies, community organizations, educational institutions, and business partners.
- Support the Director in strategic planning and grant development.
- Prepare reports, presentations, and other organizational documentation.
- Represent the organization professionally with stakeholders, partners, and community members.

QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and relevant experience.
- Five (5) years of progressively responsible program management, nonprofit, economic development, or related experience.
- Experience supervising professional staff.
- Experience managing grant-funded programs and performance metrics.
- Experience with CRM/database systems and Microsoft Office Suite.
- Valid California driver's license and reliable transportation.
- Ability to travel throughout the organization's service area, including occasional evenings, weekends, and overnight travel.

ESSENTIAL SKILLS:

- Strong leadership, supervision, and team development skills.
- Excellent project management and organizational abilities.
- Exceptional written and verbal communication skills.
- Ability to analyze data and prepare performance reports.
- Strong customer service and relationship-building skills.
- Ability to manage multiple priorities and deadlines.
- Commitment to continuous improvement and collaborative problem-solving.
- Proficiency with Microsoft Office Suite and the ability to quickly learn new software platforms.
- Ability to maintain accurate records, prepare reports, and manage confidential information with discretion.
- Experience coordinating logistics for meetings, events, and trainings.
- Commitment to providing responsive, professional support to clients, partners, vendors, and community stakeholders.
- Ability to represent APEX professionally in community settings and build positive relationships with partners and participants.

HOW TO APPLY:

Please email the following materials to kjj1@humboldt.edu:

- Cover letter
- Résumé
- Three professional references
- [SPF Self-Identification Form](#)

Priority Review Begins: August 24, 2026

Applications will continue to be accepted until the position is filled.

ONE LAST THING...

We know great candidates don't always meet every qualification. If you're excited about this opportunity and believe your experience would help you succeed, we encourage you to apply. If you have any questions about the application process, we'd be happy to help; just reach out to us at kjj1@humboldt.edu.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.