



## **JOB ANNOUNCEMENT**

Senior Program Manager, Turning Wheels for Kids (TWFK)

### **About the Organization**

Valley Health Foundation (VHF) is a non-profit leader in community health and healthcare that fundraises to support, innovate, and advocate for better health for all in Santa Clara County. VHF helps patients, families, and dedicated healthcare professionals who serve in public healthcare facilities in Santa Clara County. VHF is the foundation for Santa Clara Valley Medical Center, O'Connor Hospital, St. Louise Regional Hospital, 14 primary and specialty care health centers, Santa Clara County Public Health, Behavioral Health Services, and Custody Health. VHF also supports many community-based programs and services that share our mission to ensure better health for all. More information can be found at [Valley Health Foundation](#).

### **About the Program**

Turning Wheels for Kids (TWFK) is a community program of VHF. Founded by volunteers, TWFK raises funds to acquire, build and distribute bikes to kids as a strategy to prevent childhood obesity and provide a resource to low-income families. Since the program launched in 2003, TWFK has distributed nearly 50,000 bikes to children directly, or through a variety of community and health partners.

### **Position Summary**

The Senior Program Manager, Turning Wheels for Kids (TWFK) oversees daily operations of the program. The primary responsibility of the Senior Program Manager is to implement 1) corporate team building events (CBB) with corporate clients where the client employees build brand-new bikes which are donated to low-income kids, 2) free bike repair clinics (BRC) where TWFK provides parts and labor to get kids in low-income neighborhoods back on their bikes, and 3) the yearly Big Bike Build (BBB) where we build hundreds of brand-new bikes in one day and donate them to charities who distribute them to low-income kids in time for the holidays. Job duties include, but are not limited to, fundraising, financial management, compliance, volunteer management, evaluation, event production, marketing, communication, and donor stewardship. This position reports to the Senior Program Officer.



Supervisor: Senior Program Officer  
Status: Regular full-time, exempt (salary) position  
Schedule: 40 hours per week with some weekend or evening work required  
Office Location: 2400 Clove Drive, San Jose, CA 95128  
Field Location: San Jose and Santa Clara County, California

### **Responsibilities**

- Coordinate and implement all aspects of the Corporate Bike Build Program (CBB), including recruiting corporate clients, managing volunteers, scheduling, purchasing and maintaining supplies, coordinating logistics, and quality checking of bikes built at each event.
- Oversee and execute all aspects of the annual Big Bike Build (BBB), including volunteer coordination, promotional efforts, event management, procurement of supplies, and support TWFK and VHF personnel in fundraising for the Big Bike Build.
- Coordinate bi-monthly Bike Repair Clinics and recruit sponsors to host locations for repair clinics, recruit bike mechanics and general volunteers, distribute publicity announcing the event, manage the registration process of bikes for each clinic, and provide support in person on the day of the event.
- Update and maintain all TWFK communications, including printed materials, the website, and social media.
- With the support of program leadership, maintain program evaluation tools and systems to collect and analyze data.
- Establish community partnerships to receive bike donations.
- Collect stories of children and youth who receive bike donations.
- Create and maintain a program manual that details the TWFK process and procedures.
- Review and submit all financial documents per Valley Health Foundation internal controls, policies, and procedures.
- Ensure that revenue and expenses adhere to the annual program budget.
- Manage inventory of supplies and equipment within various storage facilities.
- Expand the pool of volunteers who support TWFK.
- Oversee and manage volunteers, including recruitment, training, evaluation, and safety procedures.

### **Qualifications, Knowledge, and Abilities**



- 4+ years of experience working with nonprofit and/or community-based programs.
- Proven track record of prospecting and securing corporate partners to drive program growth and revenue.
- A strong background in fundraising, experience in developing successful fundraising campaigns and the ability to cultivate relationships with donors and secure program funding.
- A knowledge of bicycle mechanics and parts, and proactive and problem-solving skills.
- Excellent organization skills, computer skills, and detail orientation; ability to address multiple priorities and program deliverables simultaneously.
- A personality that lends itself to “extreme customer service,” welcoming courtesy, professionalism, and poise when interacting with all who touch and are touched by TWFK and Valley Health Foundation.
- Reliability and dedication; willingness to work some nights and weekends.
- A positive, can-do attitude and desire to help the community.
- Keen eye for detail and precision.
- Strong written and verbal communication skills.
- Comfortable with public speaking.
- A bias for action and willingness to change gears on short notice.
- Experience in driving large trucks for delivery services, and the ability to navigate and deliver goods efficiently.
- A function of this job may require lifting overhead and lowering of bikes, equipment, boxes, and other heavy materials that may weigh up to 50 pounds. To do this, you must be able to frequently adjust your body position to bend, stoop, stand, turn, and walk.
- A reliable and insured vehicle with a valid driver’s license is required.

### **Compensation and Benefits**

- Annualized salary of \$80,000, based on a 40-hours/week full time equivalent.
- Comprehensive health, dental and vision benefits.
- Simple IRA with 3% employer match.
- Generous Paid Time Off (17-20 days annually).
- Paid Sick Leave (7-10 days annually).



- Federal and County holidays (12 days annually).
- At-home work allowable up to 50% days per week.
- Paid Time Off and County holiday pay will be prorated according to the number of hours in a regularly scheduled shift.
- Credit Union membership.

### **Application Instructions**

- The position will remain posted until filled.
- Interested applicants should submit a resume with references and a brief cover letter to [jobs@vhfca.org](mailto:jobs@vhfca.org)
- Subject Line: Senior Program Manager, TWFK

References will be contacted by Valley Health Foundation at the final stages of the interview process. Applicants will be notified before any contact with the provided references. The application process is confidential.

### **Diversity, Equity, Inclusion, and Respect**

We value diversity in experiences, cultures, and perspectives at Valley Health Foundation. This diversity is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive community. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color (particularly under-represented minorities), women, veterans, members of LGBTQIA communities, and individuals with differing abilities. We welcome applicants who will help us advance our commitment to an inclusive workplace and who desire to join a staff that is engaged in addressing issues of diversity, equity, inclusion, and respect.