## Roles of Program Manager vs. Executive Director

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<th><strong>Program Manager Roles</strong></th>
<th><strong>Executive Director Roles</strong></th>
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| **Product Development** | - Integally involved in identification of data sources  
- Analyzes collected data for report production  
- Develops maps and charts as needed for reports  
- Prepares newsletter  
- Contributes to workplan discussion  
- Supervises interns and consultants in product development  
- Works with Executive Committee to establish relationships with data sources | - Develops workplan for data collection  
- Supervises staff or consultants in report production  
- Edits reports and newsletters  
- Cultivates potential sources for new data with or without Executive Committee  |
| **Fund Development**   | - Participates in fund development efforts, assists with grants and proposals | - Creates fund development strategy  
- Leads fund development efforts  
- Identifies grant sources  
- Seeks opportunities for contracted work  |
| **Budgeting**          | - Develops organization’s budget with input from Fiscal Agent and Treasurer (only if there are no other staff in the organization) | - Develops organization’s budget with input from Fiscal Agent and Treasurer  |
| **Staff Supervision**  | - Supervises interns and consultants | - Supervises data and outreach staff, as well as interns and consultants  |
| **Community Outreach** | - Participates in community outreach efforts as determined by Exec Committee  
- Provides necessary data and materials for other individuals to conduct outreach | - Develops community outreach strategy  
- Public face of CAMConnect  |
| **Relationships**      | - Represents organization in public, but relies on Executive Committee for introductions and relationship-building | - Actively builds relationships with data sources, funders, and stakeholders  
- Seeks collaborative partners for data efforts  |

**Comments:**
With only one staff person in the organization, there may be a tendency for the Program Manager to take on some functions that would typically be performed by an Executive Director. This comparison is intended to provide a means of tracking responsibilities so that the Program Manager does not end up performing Executive Director-style work. So far in the current Program Manager’s tenure, there has been some movement in this direction (e.g. assumption of budgeting responsibilities). On the whole, however, the Program Manager has not been charged with leading Fund Development or Outreach efforts, which would seem to fall into an Executive Director’s responsibilities.