Job Title: Program Manager, Nonprofit Resource Navigator  
Classification: Temporary with Benefits (12 months), Full Time Exempt  
Location: Detroit, MI  
Reports to: Chief Program Officer (CPO)  
Date: January 24, 2020

The Organization
Michigan Community Resources (MCR) is a statewide nonprofit organization that seeks to build strong communities through strong organizations, strong leaders, and a strong nonprofit network. Since 1998, we have equipped nonprofit organizations serving low-income communities with the tools, resources, training, and consulting they need to do their best work.

The Program
MCR is excited to partner with Co.act Detroit as they launch the pilot phase of the Activate Fund in early 2020. The Activate Fund will invest a dedicated $1,500,000 technical assistance fund in nonprofit organizations to support nonprofit impact in the community. The fund will invest in two core areas based on the Building a Network: Recommendations for Redefining Capacity Building in Southeast Michigan report, which approaches a model for building nonprofit capacity through a social justice lens.

1. Building Nonprofit Capacity to Meet Mission – supporting organizations at the individual level in core areas of talent, operations, funding and resources, organizational culture, strategy and planning, program development, management and evaluation, and leadership and governance.

MCR will support outreach for the Activate Fund, support info sessions and application assistance, provide customized coaching and trusted guidance to grantees, and partner with Co.act to facilitate a cohort experience for grantees.

The Role
A successful Program Manager possesses excellent project management skills and excels at relationship building with a wide range of stakeholders. He or she is passionate about the importance and impact of the nonprofit sector in Michigan and seeks to build strong communities through supporting the development of strong organizations, strong leaders, and a strong nonprofit network. The Program Manager thrives when creating something new and building systems from the ground up. Ideally, he or she has a working knowledge of the nonprofit landscape in Southeast Michigan.
Specific Responsibilities Include:

Program Design & Management
- Provide professional services to nonprofit clients that promote MCR’s mission, vision, and values.
- Lead program design and implementation, vision setting, goal creation and attainment, problem solving, and evaluation for his or her assigned projects with support from the CPO and other programmatic staff.
- Supervise and evaluate the performance of associate level program staff and interns on project specific initiatives as directed by the CPO.

Nonprofit Cohort Development & Relationship Building
- Cultivate strong relationships and a culture of cross-organization learning between nonprofit organizations participating in various collaborative projects managed by MCR.
- Develop trust and strong working relationships with nonprofits involved in assigned programs.
- Build strong community relationships and networks with the nonprofit, faith-based, education, government, business, and philanthropic communities.
- Represent organization externally at trade associations, meetings, conferences, trainings, speaker panels, and other public forums.

Capacity Building, Coaching & Technical Assistance
- Support nonprofits in developing strong organizational skills like community organizing, project management, fund development, board governance, and more.
- Identify innovative and comprehensive strategies to connect communities to resources and public decision-making processes through MCR programs.
- Design and facilitate one-on-one, small group, and large group training and networking opportunities.
- Serve as a co-author on publications geared toward nonprofits, policy makers, and more.

Additional Responsibilities
- Support fund development by identifying opportunities and contributing to grant writing activities.
- Assist in the preparation of invoices and/or other required reports for funders, the Leadership Team, the Board of Directors, or Committees on an as needed basis.
- Support implementation of the organization’s communications plan including contributing to content for the website, newsletters, and other internal or external communications.
- Review national best practices related to MCR’s work and offer recommendations on applications throughout the state.
- Other duties as assigned by the CPO and CEO.

Skill Requirements:
- Enthusiasm for MCR’s mission to serve nonprofits and low-income communities.
- 4+ years of work experience comparable to the job description.
- Experience designing, leading, and managing successful programs.
- Exceptional project management skills.
- Exceptional small-group and large meeting facilitation skills.
- Exceptional interpersonal and communication skills with diverse populations.
- Strong analytical and problem-solving skills.

Preferred but not required qualifications:
- Bachelors/Masters in Social Work, Counseling, Public Administration, or related discipline.
- Certification in Career or Life Coaching
- Ability to work flexible hours, including evenings and/or weekends.

Michigan Community Resources is an equal opportunity employer and offers a full range of benefits. Annual salary is commensurate with experience and credentials. Interested persons should send a cover letter and resume to Alisha Opperman, Michigan Community Resources, 615 Griswold, Suite 805, Detroit, MI 48226 or via email to jobs@mi-community.org with “Program Manager, Nonprofit Resource Navigator” in the subject line. Position will remain open until filled.