Program Manager

Job Title: Program Manager, Pro Bono Professional Services
Classification: 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
New in 2020, MCR seeks to launch its Pro Bono Professional Services program. Nonprofits are often unable to afford crucial professional services for their organization including legal, accounting, human resources, IT services, and more. This limits their ability to maintain financial stability and achieve the impact they strive for in their community. Through partnerships with corporate partners, this program will connect nonprofits directly to employees at local companies to address these needs.

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. Additionally, the Program Manager is comfortable leading collaborative projects with several external partners to guide the collective to successful implementation of a shared vision. He or she enjoys facilitating conversations and meetings of all sizes, from one-on-one to large groups.

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.

Relationship Building
- Build and maintain positive working relationships with corporate volunteers.
- Lead development of strategic relationships to advance program goals with support from the CPO and CEO.
- 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 & 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 CEO and CPO in 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 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.
- 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:**
- Demonstrated relationships within Detroit’s corporate community.
- 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, Pro Bono Professional Services” in the subject line. Position will remain open until filled.