

JOB DESCRIPTION: PROGRAM ADMINISTRATOR

Job Title: Program Administrator

Classification: Part Time (20 hours per week)

Location: Detroit, MI

Reports to: Director of Systems Transformation

Date: March 12, 2024

About Michigan Community Resources:

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 income-diverse communities with the tools, resources, training, and consulting they need to do their best work.

Joining the MCR Team:

We are community organizers, artists, writers, activists, advocates, people connectors, and more who share a fierce passion for Detroit and Michigan. We bring experience from across the globe to serve our clients. We value a positive internal team culture that is supportive and encouraging. We promote a healthy work life balance that supports our team members in centering life outside of work. We welcome energetic and innovative thought leaders to apply.

Systems Transformation at MCR:

MCR's understanding of capacity building has been informed by engagement with nonprofits, intermediaries, other stakeholders, and national benchmarking research that led to the creation of [Building a Network: Recommendations for Redefining Capacity Building in Southeast Michigan](#) (2019). This report articulated a vision for thriving Southeast Michigan communities anchored by thriving nonprofits. To realize the vision, capacity building must also encompass transforming the norms, practices, and attitudes (i.e. the system) that prevent nonprofits, as well as the communities and constituencies they serve, from thriving. Systems transformation is the guiding principle across each of MCR's programs.

We are acting on these principles through a variety of programs and initiatives. This role will support MCR in the work specifically in two programmatic areas: [Dovetail](#), a new digital resource for nonprofits, and the Rest and Liberation Initiative, a new program outlined in our [Rest and Liberation Initiative Report](#), published in 2023.

Purpose of the Role:

A successful Program Administrator is passionate about the importance and impact of the nonprofit sector in Michigan. This individual seeks to build strong communities by supporting the development of organizations and leaders who operate in an environment of abundance. They recognize that this work cannot be done alone and are eager to build relationships and work in collaboration with a variety of people in different areas of the nonprofit ecosystem. This person thrives in environments where they can put big ideas into practice. The Program Administrator will report to the Director of Systems Transformation. This position is part-time for an average of 20 hours per week.

Specific Responsibilities Include:

Nonprofit Resource Navigation & Support

- Support nonprofit organizations as they seek to build capacity through professional consultants and service providers specializing in an array of topics areas and industries.
- Develop relationships with a wide variety of local and national professional service providers who align with Dovetail values to expand the network and create an equitable nonprofit ecosystem.
- Co-facilitate networking and relationship building opportunities between nonprofit organizations.
- Support the identification of trends and opportunities for partnerships, presentations, and publications that align with organization or program-specific missions.

Project and Initiative Support

- Directly support administration of the Dovetail website and communications with website users and other ecosystem partners and services.
- Support the MCR team and board members to act as ambassadors for the Dovetail initiative and website.
- Directly support the Dovetail team's workplan execution and help achieve related goals.
- Co-design meeting and event agendas and support coordination of meeting logistics.
- Co-facilitate small group sessions and other discussions at events.
- Support with program design and fund development for the Rest and Liberation Initiative.
- Be a cheerleader and thought partner for connecting the dots between MCR programs and systems level initiatives, particularly Dovetail and the Rest and Liberation Initiative.

Program Administration: General

- Provide timely and impactful services that promote MCR's mission, vision, and values to our nonprofit clients.
- Support fund development, grants management, communications, and organization-wide planning as appropriate.
- Represent the organization externally at trade associations, meetings, conferences, trainings, speaker panels, and other public forums as approved by the CPO and/or CEO.

Skills Requirements:

- Enthusiasm for MCR's mission to serve clients, including nonprofits and income-diverse communities.
- 3+ years of work experience comparable to the job description.
- Organizational and time management skills, a commitment to completing independent work and working as part of a team, and a desire to grow professionally.
- Experience with WordPress and website management.
- Previous experience with external relations, public speaking, or community engagement.
- Creative problem-solving skills and ability to explain big ideas in a succinct way.
- Detail- and process-oriented, with the ability to suggest new or edited processes to make completion of the work more efficient and impactful.
- Ability to support an environment of collaboration and interdependence, where roles and expectations are clearly established but flexibility is highly valued and creativity is welcomed.

- Exceptional interpersonal and communication skills with diverse populations.

Preferred Experience:

- Earned or working toward a Bachelor's in Social Work, Education, Urban Planning, Business Administration, Public Administration, Business Administration, or related discipline.
- Experience working for a nonprofit organization.
- Ability to occasionally work flexible hours, including evenings and/or weekends.

Work Environment:

MCR employees—including this position—are assigned to work remotely at this time and for the foreseeable future, with frequent in-person meetings and event attendance required. We take great pride in nurturing and embracing a culture that promotes work-life balance.

COVID-19 Vaccination Policy:

Per organizational policy, the Program Administrator will be required to receive the COVID-19 vaccine and related boosters as determined by MCR's executive leadership team unless a reasonable accommodation is approved. Proof of vaccination for COVID-19 or the proof of exemption must be submitted to the Chief Executive Officer.

Compensation & Benefits

Starting Hourly Range: \$25 - \$30 per hour, commensurate with experience

PTO includes sick leave, company holidays, and regular Mental Health Fridays. We also have an employer-sponsored 403(b) retirement plan.

Equal Opportunity Employer:

Michigan Community Resources is an equal opportunity employer and is deeply committed to diversity, equity, and inclusion in our hiring practices. Our team is stronger because we hire great people from a variety of backgrounds. We know that diverse perspectives lead to better solutions, and we actively seek a diverse staff.

How to Apply: Interested persons can apply [here](#).

Position will remain open until filled.