



MICHIGAN COMMUNITY RESOURCES

PROGRAM MANAGER

Job Title: Program Manager

Classification: Full Time Exempt

Location: Detroit, MI

Reports to: Director of Capacity Building Programs

Date: April 30, 2021

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 Role:

A successful Program Manager possesses excellent project management skills and excels at relationship building with a wide range of stakeholders. They are 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 in a collaborative environment working on multiple projects and prefers to work as part of a team. Additionally, the Program Manager is comfortable leading collaborative projects with several external partners to guide the collective to successful implementation of a shared vision. They enjoy facilitating conversations and meetings of all sizes, from one-on-one to large groups. The Program Manager will report to the Director of Capacity Building Programs.

Specific Responsibilities Include:

Program Management

- Provide professional services to nonprofit clients that promote MCR's mission, vision, and values.
- Lead program implementation, vision setting, goal creation and attainment, problem solving, and evaluation for their assigned projects with support from the Director of Capacity Building Programs and other programmatic staff.
- Supervise and evaluate the performance of associate level program staff and interns on project specific initiatives as directed by the Director of Capacity Building Programs and Chief Program Officer.
- Support fund development, grants management, communications, and organization-wide planning.
- Provide assistance and capacity support across all MCR programs as needed.

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 nonprofit organizations involved in assigned programs.
- Build strong community relationships and networks with the nonprofit, faith-based, education, government, local business, and philanthropic communities.
- Organize the logistics, execution, and evaluation of all cohort events.
- Represent organization externally at trade associations, meetings, conferences, trainings, speaker panels, and other public forums as approved by the CPO and/or CEO.

Capacity Building & Trusted Guidance

- Support nonprofit organizations 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 nonprofit organizations, community leaders, policy makers, and more.

Skills Requirements:

- Enthusiasm for MCR's mission to serve nonprofits and low-income communities
- 4+ years of work experience comparable to the job description.
- Exceptional project management skills, evidenced by previous work experience.
- Exceptional small-group and large meeting facilitation skills, evidenced by planning and designing meeting processes.
- Creative problem-solving skills.
- Ability to thrive in a fast-paced, dynamic team environment.
- Exceptional interpersonal and communication skills with diverse populations.
- Strong analytical and problem-solving skills.

Preferred Experience:

- Masters in Social Work, Education, Urban Planning, Public Administration, or related discipline.
- Experience working for a nonprofit organization.
- Ability to work flexible hours, including evenings and/or weekends.

Starting Salary Range: \$45,000 - \$55,000, commensurate with experience

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" in the subject line. Position will remain open until filled.