

## **Program Manager Position Description**

### **Advancing Macomb Foundation, Inc.**

#### **About Advancing Macomb**

Advancing Macomb is a 501c3 that convenes resources to solve community challenges and enrich the lives of Macomb County residents. The organization provides the philanthropic model and leadership needed to cement partnerships between the nonprofit, public and private sectors, identify and attract resources to fund major projects and programs, and increase Macomb County's visibility.

#### **Our Mission**

Providing leadership and resources necessary to connect complex community challenges with high-impact solutions in Macomb County.

#### **Our Vision**

Advancing Macomb provides the leadership and resources needed to solve community challenges. By mobilizing our collective assets, we act as a conduit between opportunity and need. We strive to enrich the lives of residents and create a thriving environment in which to live, learn, work, recreate and innovate.

#### **Our Values**

- **Trust:** We strive to become a pillar of integrity, reliability and fairness through internal operations and external support.
- **Equity:** We believe that disparities in our communities can be resolved by prioritizing support to organizations that face barriers to success, empowering diverse community leaders and creating an inclusive environment.
- **Leadership:** We use our collective business assets and leadership skills to advance our communities.
- **Collaboration:** We actively work to break down silos and find innovative solutions to leverage organizational strengths and overcome weaknesses.

For more information about Advancing Macomb, visit [advancingmacomb.com](http://advancingmacomb.com).

#### **Why Work at Advancing Macomb?**

At Advancing Macomb, we offer the opportunity to make a meaningful difference in your community. We value innovation, collaboration and dedication to service. Our team works on a variety of programs aimed at improving the Macomb County nonprofit sector and helping communities become places where their residents love to live. As a growing organization, we provide the flexibility to take initiative and shape the future of our community.

Advancing Macomb believes that diverse perspectives drive innovation and lead to better outcomes. We are committed to building a workforce that reflects the rich diversity of the communities we serve. We strongly encourage individuals of all backgrounds and experiences to apply.

## **Benefits**

Advancing Macomb is in the process of selecting a new vendor for human resources administration. Within 90 days of hiring, we plan to offer health, vision and dental insurance, as well as paid time off and other benefits. The specifics of these plans are to be determined at the time of posting. As an organization that champions community engagement, we encourage employees to seek out opportunities for volunteering and are proud to support employees in occasional volunteering on company time. We offer a flexible hybrid work schedule with a requirement to co-work at least two days in-office each week.

## **Position Summary**

Reporting to the Director of Programs, the Program Manager will primarily be responsible for the operational success of the Nonprofit Incubator cohort program for Advancing Macomb Foundation, Inc., while supporting other programmatic needs for the organization.

The Program Manager will primarily develop, roll out and run the Nonprofit Incubator program, with guidance and oversight from senior staff. This person will manage the day-to-day planning and implementation of all facets of the program. This person will also work with communications and social media staff for all related marketing materials. The Program Manager combines the dynamic roles of strategic planning and innovation, as well as operational planning and follow-through. They will be responsible for forging strong relationships across partners, colleagues and the community while executing on strategic goals.

## **Core Job Responsibilities**

- Work with nonprofit community members and other stakeholders to identify necessary programs and services.
- Manage administrative aspects of programs to meet the objectives of the stakeholders.
- Suggest and implement improvements to programs and services.
- Plan and manage outreach activities to increase awareness of programs.
- Develop and manage program curriculum in partnership with senior staff.
- Manage administration of program sessions.
- Oversee all programmatic logistics.
- Collect and analyze data to determine the effectiveness of programs.
- Meet regularly with the Director of Programs and other leadership team members to provide program updates, elevate and solve problems or risks to the program and strategize program goals.
- Ability to be flexible and adapt to organizational and community changes.
- Ability to work some scheduled evenings or weekends as programming needs require. Significant amounts of program work may need to be scheduled during evenings and weekends to accommodate our primary audiences and stakeholders.
- Support planning efforts for signature Advancing Macomb events, including Summer Soirée and Community Engagement Summit.
- Supervisory Responsibilities:

- From time to time, this position may be responsible for overseeing the work of independent contractors for programmatic needs.
  - From time to time, this position may be responsible for engaging and managing volunteers for programmatic needs.
- Other duties as assigned.

### **Required Skills and Qualifications**

- 3+ years of experience working for or with nonprofit organizations.
- Critical thinking and decision-making skills.
- Excellent verbal and written communication skills with exceptional attention to detail.
- Capable of independent work but still team-oriented.
- Proficient in finding creative solutions to complex problems.
- Experience in working with diverse populations to create collaborative groups.
- Strong time management skills and ability to multi-task.
- Proficient in using technology, including Microsoft products and CRM systems.
- Experience in implementing a program or complex project.
- Personal qualities of integrity, credibility, and a commitment to and passion for Advancing Macomb Foundation, Inc.'s mission and values.

### **Salary Range**

\$50,000 – 60,000 based on experience; insurance stipend negotiable.

Advancing Macomb, Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Employment at Advancing Macomb, Inc. is at-will, meaning that either you or the company may terminate the employment relationship at any time, with or without cause or notice. We comply with all applicable federal, state and local laws regarding background checks and employment eligibility verification.

### **To Apply:**

Applications will be accepted until Monday, September 30, at 5 p.m. Email your resume and a letter explaining your interest in the position to [info@advancingmacomb.com](mailto:info@advancingmacomb.com). You may compose your letter using your email rather than attaching a separate document.

Questions may be directed by email to [info@advancingmacomb.com](mailto:info@advancingmacomb.com)