



CULTIVATE COLLABORATIVE COMMUNITIES

Program Manager Job Description GMCC

Organization Summary: GMCC has a 117-year history collaborating with communities to make a positive impact throughout Minnesota. Our initiatives and programs have included advocacy and education around equity and poverty; volunteerism and service learning; mentoring and youth development; support services for seniors; and food security. Today, GMCC is an entrepreneurial organization that partners with the communities most impacted by a challenge or opportunity to co-design and lead a response. We work in the areas of youth, food, and well-being.

Role Overview: The Program Manager will work in collaboration with other colleagues to design and execute logistics of the organization's services and programming; build partnerships and collaborations; support resourcing and fundraising for existing and new projects, programs, and initiatives; and design and execute evaluation and assessment strategies.

Type: exempt, full-time, estimated 40 hours per week

Hours: This role is expected to manage their own schedule depending on when programming takes place - some evenings or weekends may be required

Reports to: GMCC Executive Director

Direct Reports: None

Start Date: ASAP

Application deadline: Accepting applications on a rolling basis with a deadline of November 30th

Pay: \$48,000 - \$53,000/year

Initiative and Event Logistics Coordination (Direct Service) 50%: Maintain a portfolio of projects and initiatives for which to facilitate logistics, execute activities, and make recommendations for iterative program design

- Work on-site during programming hours (varied) to coordinate set-up, logistics, and clean-up, ensure smooth initiative execution, and provide direct service where appropriate
- Develop and implement plans for moving initiatives and events from concept and design to execution and implementation, including developing work plans and identifying specific planning activities
- Ensure organizational initiatives, activities, and events are fulfilling grant obligations
- Research and propose organizational policies, protocols, and best practices related to initiative implementation; ensure initiative activities follow agreed-upon protocols and advice from legal counsel and leadership
- Address challenges and obstacles as they arise
- Activate feedback loops and effective communication with GMCC leadership, initiative staff and participants, and partner organizations

GMCC (founded as Greater Minneapolis Council of Churches)
1100 East Lake St., Minneapolis, MN 55407
612-276-1500 | gmcc.org | info@gmcc.org

- Complete logs and documentation of initiative activity

Community Outreach, Engagement and Recruitment 20%

- Recruit participants through community outreach, networking, tabling, or other avenues
- Build relationships with current and potential participants and organizations working in the same issue areas (locally, nationally, and globally)
- Build and maintain organizational partnerships to maximize opportunities and impact and attract resources
- Prospect funding sources and other resourcing opportunities to realize potential initiatives
- Facilitate strategic communications and marketing efforts for the initiative portfolio, including press releases and pitches; videography and photography; podcasts; and other content that document and promote the initiative/s

Research, Development, and Evaluation 20%

- Develop and execute plans to evaluate program results, impact, and outcomes
- Distribute surveys and conduct interviews to collect evaluation data as designed in partnership with the evaluation team
- Support core program design with the GMCC team
- Collect, analyze, and maintain data related to initiatives including qualitative and quantitative initiative impact
- Gather external research on topics related to current and future initiatives
- Complete environmental scans and needs assessments to determine where GMCC can add value, including addressing challenges, leveraging opportunities, and filling gaps

Administration 10%

- Complete funding reports
- Develop and maintain documentation on infrastructure, processes, and procedures
- Other duties as assigned by the Executive Director

Qualifications

- Willingness and ability to keep a flexible schedule, including working some evenings and weekends and hours that fluctuate
- Experience managing or coordinating programs, projects, or initiatives
- General knowledge of community development
- Ability to work independently, take initiative, and track and meet goals
- Attention to detail and ability to organize and prioritize multiple tasks
- Ability to meet deadlines
- Interest in non-profit development and fundraising
- Knowledge of basic database, Microsoft Office functions, and G-suite functions
- Ability to think critically to solve problems and thrive on challenges
- Ability to maintain and support confidentiality
- Experience and competence working with people from backgrounds other than your own
- Committed to equity, social justice, and building intercultural skills
- Excellent interpersonal skills and interest in building interpersonal connections

- Ability to participate as a team player in achieving department and organizational goals
- Ability to communicate clearly and diplomatically, both orally and in written form, with people from various backgrounds

How to Apply

GMCC works with Oasis DEG for Human Resources and Recruitment. Go to www.oasisdeg.com and enter the following credentials:

1. Username: GMCC
2. Password: applicant
3. Use myoung@gmcc.org for the hiring manager's email when prompted
4. With your application please include a résumé, cover letter, and three references.