**Fair Chance Program Manager & Consultant**

**Title:** Fair Chance Program Manager  
**Reports to:** Director, Management Consulting & Services  
**Classification:** Full-time, exempt  
**Salary information:** $60,000 to $67,000 annually

**Summary**
The Fair Chance program manager will lead in launching the Fair Chance program, an intensive capacity-building and community results-targeted program focused on youth serving organizations based in under-served communities. Success in this position is built from strong partnerships, so we’re looking for a leader who enjoys developing and sustaining relationships. The program manager will recruit and select participating partner organizations and will coordinate services from 501 Commons staff members as well as support from our skilled volunteer program, the Executive Service Corps. Success in this position is built from a broad familiarity with nonprofit leadership and operations. This position is a great fit for an experienced manager who invests in the success of others.

Initially, the program will include only three partners. The program manager will manage the overall program in addition to providing one-on-one consulting. Over time, we expect to have a larger cohort and additional consulting staff will be added as the program demonstrates successful outcomes.

**About Fair Chance**

For 17 years, Fair Chance has delivered a proven, high impact approach to strengthening community-based nonprofits serving children and families experiencing poverty in the Washington, DC area. The program endeavors to work closely with community-based partners to identify areas of improvement and to deliver support and services that improve program outcomes for the populations served. The program is designed to:

- help leaders build upon their strengths
- assist partner organizations to improve capacity to serve their communities
- enhance programs and services, so that children, youth, and families experiencing poverty can achieve life-changing results

**Essential Duties**

Manage the program and work collaboratively with the staff of Fair Chance D.C.:

- Deliver the program in compliance with the Fair Chance program guidelines.
- Track program outcomes and provide reports as needed to evaluate the program’s success

Develop effective relationships with partners:

- Promote the program to nonprofits that meet the Fair Chance participation criteria.
- Select participants based on an assessment of applicants’ ability to complete the program successfully.
- Develop trusting professional relationships with the executive directors and provide support that builds their leadership strengths.

Advise and assist the organizations in improving four areas of capacity:

- Provide advice and implement practices that are tailored to the needs and culture of the partners.
- Help partners focus on and measure improved outcomes for the people they serve. Coordinate consulting assistance for partners with other practice areas within 501 Commons.
• Engage and manage Executive Service Corps members as needed to support the capacity building work of the partners.
• Work with executive directors of community-based nonprofits to assess their capacity building needs and co-create customized organizational development work plans that align with their identified priorities and areas of growth.
• Provide organizational management support to fit individual leadership styles with an emphasis on continuous learning and systems development. Areas of capacity building work include: executive coaching; board development; financial management; fundraising; human resources; leadership development; outreach & communications; planning & strategy; and program evaluation.
• Hold in-person meetings with the Executive Director or other relevant staff or board members to accomplish capacity building goals.
• Co-design and facilitate new partner orientation, workshops and trainings, as needed.
• Administer program assessments and submit written status updates to communicate progress towards achieving programmatic milestones.
• Participate in program planning, implementation and status update meetings.
• Maintain up-to-date and accurate documentation of capacity building work and ensure all reporting requirements are met.

Participate in knowledge sharing activities:
• Meet regularly with the Fair Chance Program Team for department-wide learning and planning, inter-program sharing of accomplishments and challenges, and program operations discussions.
• Contribute to the creation and development of the Fair Chance capacity building resources by researching, enhancing, and adding to our capacity building knowledge base and tools.
• Develop and prepare community-based nonprofit stories and information as requested for Fair Chance’s communications and development needs.
• Represent Fair Chance and build visibility with community residents, community leaders and other nonprofits.
• Attend and actively participate in internal meetings, as needed.

Required Qualifications
• Bachelor’s degree in relevant field
• At least 6 years of experience in roles that provided direct knowledge and exposure in addressing and optimizing capacity infrastructure in nonprofit organizations
• At least 3 years as a nonprofit executive or senior leader with supervisory responsibilities in an organization with a budget of at least $750,000, or
• Three years’ experience as a consultant or service provider to nonprofits
• Experience working in or providing services to organizations based in underserved communities, including communities of color
• Strong interpersonal and organizational skills
• Efficient workstyle, indicated by the ability to quickly execute routine tasks and to prioritize workflow
• Familiarity with, and a commitment to learning about, anti-racist and anti-oppression approaches to delivering management support services
Preferred Qualifications

• Professional or lived experience in underserved low-income communities
• Masters’ degree in a related field
• Strong deductive reasoning and critical thinking abilities
• A demonstrated ability to develop strong, productive relationships with nonprofit leaders
• Excellent diagnostic skills, borne from experience working in or serving nonprofits
• Knowledge of capacity-building approaches and impact frameworks such as the Theory of Change or Logic Model
• Experience with project management and program evaluation
• Experience producing improved outcomes for low-income communities
• Demonstrated knowledge of adult learning styles, participatory training design, group dynamics, interactive learning methods, systems theory and quality improvement processes, principles of customer service, conflict resolution, group process facilitation, presentation skills and project management.
• Experience with curriculum development
• Working knowledge of anti-racist approaches to addressing the needs of marginalized communities and to disrupting generational poverty including:
  • Anti-oppression theory
  • Diversity and inclusion practices
  • Approaches to equity and an understanding of the root causes of outcome disparities
  • Awareness of implicit bias
  • Programmatic approaches to increasing equity and disrupting the negative effects of poverty, such as educational attainment gaps for youth

If your qualifications don't match exactly to these requirements but you think you’re a good fit for the position, we still want to hear from you about why you’d be a great addition to our team.

What We Offer

• Collaborative organization where you will work alongside highly skilled professionals in our staff and service corps
• Flexibility: Ability to set your schedule within a M-F, 7 am to 7 pm timeframe, including working remotely and/or from home (subject to individual arrangements with supervisor)
• Generous paid time off and benefits package

Inclusiveness Statement

501 Commons is an equal opportunity employer and seeks to recruit persons of diverse backgrounds and to support the retention and advancement of diverse persons within the organization. We believe that having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

501 Commons is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal, valued and supported.
Application Instructions

To apply, send a resume and cover letter to jobs@501commons.org with “Fair Chance Program Manager” in the subject line. This position will initially be conducting a great deal of outreach via written communications, so we ask that you provide three relevant short (fewer than 500 words) examples of your writing.