



## Program Manager, Arts & Development

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**Title:** Program Manager, Arts & Development

**Reports to:** Director of Management Consulting & Services; ancillary reporting to Director of Community Engagement & Business Development

**Classification:** Regular, exempt, full-time

### Summary

Many nonprofit organizations lack the resources necessary to fully achieve their missions. 501 Commons bridges that gap by offering a variety of consulting services in areas such as management, strategic planning, leadership development, financial management, human resources, and technology.

The Program Manager supports the successful delivery of two programs:

- Catalyst is an action-learning program where a cohort of participants identify barriers to fundraising success, plan for effective internal fund development systems, strengthen staff and board fundraising efforts, and create a compelling case statement for increased fundraising success.
- Springboard for Arts and Culture organizations helps participants develop the ability to quickly identify and address organizational problems, spot opportunities, and create an actionable capacity building plan to measure organizational success.

In both programs, participating organizations set priorities and make important improvements with the help of 501 Commons consultants, while learning and sharing with peers. The position brings knowledge and insight to the process of discerning the client's issues and requirements.

The Program Manager recruits nonprofit organization and identifies consultants for the cohort. The Program Manager ensures that the work products are high quality and complete. This is a highly dynamic position that involves exposure to a wide variety of client organizations and building relationships with a talented group of skilled volunteers.

Additionally, this role is responsible for supporting the Director of Community Engagement & Business Development in realizing the successful execution of major organizational fundraising events and other fund development efforts.

### Responsibilities

The Program Manager is responsible for the successful delivery of the Catalyst and Springboard programs, ensuring that program goals are achieved (60%). Activities include but are not limited to the following:

- Provide leadership and overall management of the Catalyst and Springboard programs, including:
  - Program design and improvement based on client and consultant feedback
  - Recruit client organizations and volunteers for the Catalyst and Springboard programs
  - Leading cohort sessions and consultant roundtables.

- Coordinating the involvement of 501 Commons consultants; supporting volunteer consultants, including reviewing and offering feedback to volunteers and clients on draft and final documents.
- Developing grant applications and managing the relationship with program funders through collaboration, reporting, evaluation, and communication
- Providing oversight for all program materials, presentations, and reports
- Ensure that project agreements, database, and digital files are maintained in good order
- Ensure that billing functions are executed correctly and contact client if payment is not received
- Produce program evaluation reports based on client and service corps evaluation results
- Oversee administrative staff in completely executing all logistical elements of the program and maintaining Salesforce records to steward volunteer and client information

The Program Manager supports donor engagement and stewardship, event support, and administrative support for grant-writing (40%), including:

- Partner with Director of Community Engagement and Business Development in developing and maintaining donor relations through prospect research, communications, and stewardship
- Provide support for grant-writing activities as directed by the Executive Director, including research and proposal assembly
- Support the comprehensive stewardship plan for donors, volunteers and key stakeholders aimed at creating an outstanding donor recognition program and ensuring all donors have a fulfilling, memorable experience supporting 501commons.
- Produce organizational events, including Volunteer Appreciation Luncheon, Techtacular, house parties/parlor meetings, and other events
- Other duties as assigned

## Qualifications

The ideal candidate has a curious, entrepreneurial spirit, exemplified by a passion for learning about the nonprofit sector and enthusiasm for growing the impact of our programs. They are capable of building sustainable relationships with clients, volunteer consultants, and team members. Strong commitment to diversity and equity, along with cultural literacy and sensitivity are essential.

## Competencies

- Able to quickly grasp fundamental issues facing a client and devise an appropriate advisory solution for organizations of all sizes and stages of development
- Knowledge of nonprofit fundraising and familiarity with Arts & Culture organizations.
- Highly developed emotional intelligence and sensitivity. Able to adapt to a wide range of consulting clients that are diverse culturally, in size, in mission-focus, and in geographic location.
- High level of independence, flexibility and decision-making capabilities.
- Great relationship building skills and ability to collaborate within various teams.
- Self-motivated and driven to exceed project goals, while contributing to a successful team
- Strong organizational skills, with a very high attention to detail and follow through
- Demonstrated ability to perform in a fast-paced work environment and to meet deadlines
- Cultural awareness and nonjudgmental respect for other perspectives and successful collaboration with colleagues of different backgrounds, traditions, values and artistic expressions

## Required Qualifications

- Bachelor's degree required
- At least 5 years of previous experience in organizational management preferred, preferably in the nonprofit sector
- Working knowledge of nonprofit consulting best practices and their application
- Demonstrated commitment to providing culturally competent services and supporting the development of cultural competency among other consultants
- Demonstrated ability to communicate effectively at all levels. Excellent written and verbal communication skills
- Familiarity with the grant making process
- Experience with event planning
- Proficiency with Microsoft Office
- Proficiency or ability to become proficient with Salesforce
- Experience working with volunteers, especially skills-based volunteers

## What we offer

- Collaborative organization where you will work alongside highly skilled professionals in our staff and service corps
- Flexibility: Ability to set your own 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
- Employer-paid health/vision insurance and contribution for additional benefits

Salary Range: \$45,000 to \$53,000 DOE

## 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 a 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.

## To Apply

To be considered for this position, please submit your resume and cover letter to [jobs@501commons.org](mailto:jobs@501commons.org) with Program Manager in the email subject line. We look forward to hearing from you!