

Position Available: Capacity Building Program Manager

Overview

The Capacity Building Program Manager will plan, manage, and execute the creation and delivery of high-quality capacity building programs for nonprofit organizations. The Manager will oversee the creation and execution of some programs and will look for ways to enhance and expand other already-established programs. In all cases, the programs will build organizations' capacity to support them in accomplishing their missions for their communities. This Manager will help to define and refine the capacity building processes and practices Propel Nonprofits offers to organizations. A hybrid of self-determined, individualized capacity building activities coupled with cohort learning and relationship building is the baseline framework typically used.

Position Summary

The Program Manager provides leadership for the development, management, and delivery of capacity building initiatives, with support from other Propel team members and other community partners that have experience, capacity, knowledge, and relationships to add to the range of resources and support available through Propel.

Reports to: Capacity Building Director

Classification: Full-time, Exempt

Essential Job Functions

The following list is not designed to comprise a comprehensive listing of activities, duties, or responsibilities that may be required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Develop relationships with potential participants and other community partners and colleagues to explore and guide objectives, activities, and cohort components in designing programs.
- Coordinate community engagement to aid in the co-creation of initiatives and activities to ensure the inclusion of community voices.
- Develop a process to recruit participant organizations, determining the best method to do so depending on the initiative and participants in it.

- Develop and manage all elements of grantmaking, including application and selection processes.
- Build and maintain relationships with program participants.
- Assist organizations in assessing their capacity building needs to identify areas to focus on during the initiative.
- Develop and manage peer convenings and trainings to strengthen relationships, share insights, and explore strategic/generative topics; provide additional opportunities for learning, network-building, and collaboration.
- Manage and respond to requests for technical assistance, resources, connections, and guidance.
- Oversee grant administration and recordkeeping with assistance of team members.
- Conduct program evaluation and impact analysis, and when there is an outside evaluation partner, engage them to assist in documenting and sharing learnings from the initiative as Propel continues to look for ways to improve future capacity building initiatives.
- Provide periodic updates to the funders of the initiative, and supply information to the Advancement Director for funder reports.
- Share periodic program updates, key learnings, and impact with partners and Propel staff.
- Serve as a trainer or facilitator when appropriate.
- Participate in the capacity building program's planning and budgeting process.

Qualifications

- Commitment to the organization's mission, vision, and values, which includes an understanding of and commitment to racial justice
- At least three years of experience in at least one area directly relevant to the position: nonprofit capacity building; network, coalition, and/or relationship building; or program design.
- Bachelor's degree or equivalent experience required.
- Commitment to building strong relationships, excellent communications and organizational skills, and experience as a coach or facilitator required.
- Ability to engage multiple stakeholders whose needs and experiences vary in support of a shared goal, able to manage a variety of activities that support individual organizational and leadership development while also building cross-organizational relationships.
- Previous experience with capacity building, adult learning, and grantmaking is highly desirable.
- Love of learning and curiosity about emerging issues affecting nonprofits.
- Sense of humor and appreciation of colleagues.

Candidates must be proficient with technology and be able to travel independently around the Twin Cities, Minnesota and surrounding states.

Salary: \$58,000-\$65,000. Excellent benefits package includes medical, dental, life, and disability insurances, along with generous paid time off policies.

Accommodations

We recognize that qualified candidates will include a range of people who each require different support in order to be successful. Currently, we are working in a hybrid format combining working from home with time in the office, and we are committed to making sure that each member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodations or specific support, we will provide what is reasonable within the organization's capacity.

COVID-19 Vaccinations

Propel Nonprofits is a mandatory vaccination workplace, with proof of vaccination required as a condition of employment. Employees may request an exemption from this policy due to a medical reason or a sincerely held religious belief. Reasonable accommodations may be granted where they do not cause Propel Nonprofits undue hardship or pose a direct threat to the health and safety of others. New employees must be fully vaccinated or be granted an accommodation prior to beginning employment.

To Apply

Interested candidates should send a cover letter and resume by **5 pm on Wednesday, January 25, 2023**, to hire@propelnonprofits.org

Questions?

Interested candidates are invited to schedule a call to discuss any questions about the position, qualifications, or organization. (A pre-application call is NOT required to apply.) Contact Naima Farah, Capacity Building Director, at nfarah@propelnonprofits.org to schedule.

Propel Nonprofits is an equal opportunity employer.



Organizational Overview

Mission and Vision

Propel Nonprofits' mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. This mission is in service to a vision of a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community.

Core Values and [Guiding Principles](#)

Champion Nonprofits; Be a mutual & trusted partner; Advance justice; Stay Curious; Have Fun

Staff and board

Propel has a staff of 30 people across the areas of Accounting and Finance, Capital Access, Development, Marketing, Strategic Services, Training, and Administration. Propel Nonprofits is overseen by a governing board of 16 directors.

Strategy and Organizational Context

The Strategic Framework and recent financial audits and other reports are available in the About section on the [web site](#).

Major programs, and services

Propel serves nonprofit organizations in all fields of service and stages of the nonprofit lifecycle. Client organizations located in Minnesota and adjacent communities.

Training: Traditionally offered both in-person and via webinar, our customized and public trainings cover topics such as budgeting, cash flow, financial reporting, governance, leadership and social enterprise. Training also incorporates in-depth programs for capacity building that may include grants to nonprofits.

Technical Assistance: TA helps nonprofits understand their organizational and financial situation, identify tools to address or support those issues and develop a plan of action for the near and long-term future.

Lending: We are a federally certified CDFI, lending from our \$34 million loan fund to nonprofits to expand programs and services, bridge cash flow gaps, and purchase or renovate buildings. We typically originate 100+ loans each year supporting healthcare, housing, arts and culture, education, human services, environment and more.

Strategic Consulting: We work with nonprofits to develop strategic and operational plans, organizational impact and change, provide board training and facilitation, and chart new paths for partnerships.

Capacity Building: Propel serves as an intermediary on various capacity building initiatives. Bringing our valuable technical assistance support and perspective to support nonprofits in building capacity. These programs may include grantmaking.

Leadership Support: We work with leaders, experienced and emerging, to help them access their best thinking, build productive relationships, and navigate change effectively through Leaders Circles. We also provide 1:1 coaching for EDs and board chairs experiencing transformational change in organizational leadership.

Accounting & Finance: Our expert accounting and finance professionals work closely with nonprofit clients, providing training, guidance and implementation support with accounting systems.

Fiscal Sponsorship: Through our Fiscal Sponsorship program, Propel supports mission-driven organizations, projects, causes and collaborations to test drive new ideas as they build infrastructure, set goals, develop their business mode and get their big idea off the ground.

Resources: Propel has a widely used online resource library of templates, toolkits, videos and articles on nonprofits finance, strategy and governance.