

Western New York Nonprofit Support Group
Program Director Job Description
January 10th, 2019

Job Title: Program Director

Job Classification: Full time, benefited, salaried, exempt

Location: Western New York or Monroe County

Position Description

We are seeking a passionate, entrepreneurial, energetic program director to partner in the design and oversight of the strategy for a new working group focused on capacity building. This is an exciting position that involves weaving a strategic vision, developing plans for implementation, building community partnerships and serving as a connector between nonprofits and existing resources, rather than replicating efforts that already exist. This is a three-year position with opportunity for an extension.

We are looking for a candidate who brings a network mindset, has experience creating a shared vision and bringing it to life, has a proven track record in their ability to engage diverse stakeholder groups, and brings excellent communication and project management skills. The candidate must bring a passion for inclusive capacity building and a deep desire to find new and innovative ways to strengthen the Western New York nonprofit community. Please see below for details regarding desired responsibilities and qualifications.

Overview of the Western New York Nonprofit Support Group

The Western New York Nonprofit Support Group is a new working group whose goal is to strengthen communities in Western New York and Monroe County by increasing the capacity of the organizations that serve those areas. We envision a healthy nonprofit ecosystem in which organizations collaborate, learn, and innovate together, ultimately becoming even more successful in delivering on their missions. We are committed to building on the many exciting efforts that are already ongoing and filling gaps that are not currently being addressed.

The group is comprised of five foundations and two independent consultants who serve nonprofits and community organizations in Western New York and Monroe County. As a new working group, we want to start by understanding the perspective of local nonprofits and community-based organizations and the resources currently available to them. We are particularly focused on understanding the needs of marginalized organizations and those not currently well-served by the philanthropic community.

We are currently working with a consultant to map local assets and understand where our resources can be most useful in supporting the nonprofit community going forward. The role of the program director will be to help us define our strategy and grantmaking approach and oversee its execution.

The role of the program director includes, but is not limited to:

Strategy design and implementation

- Lead and manage the design of the working group's strategy, in partnership with group members
- Conduct or support an analysis of strengths and needs in the region and surface opportunities for group discussion and consideration
- Engage the group in a continuous learning process to evaluate its approach and make course corrections
- Identify lessons learned and insights from the work to share regionally and nationally
- Build the group's knowledge and ability to execute on its vision by organizing learning opportunities for group members and others (e.g., panels, speakers, site visits)
- Draft a sustainability plan and work with group members to plan for the group's work beyond three years.

Community partnerships

- Develop strong, collaborative working relationships with key nonprofit community members, including nonprofit / CBO leaders, funders, community leaders and government officials. Leverage these relationships to build a deep understanding of community priorities, identify potential partnerships, and promote the work of the group.
 - In particular, build relationships with organizations serving marginalized communities to help the working group define ways to better support these organizations in achieving their mission.
- Serve as a resource on capacity building assets and resources in the Western New York / Monroe County area by keeping abreast of current trends, programs, and innovations happening nationally in capacity building and taking an active role in relevant collaborations and initiatives.
- Convene events to create a strong network and sense of community among nonprofits, community organizations, providers, funders, and others.

Communications and project management

- Develop and execute a communications plan to help the broader community understand the work of the group
- Serve as the first point of contact for nonprofits, community organizations, funders and media interested in learning more about the group
- Maintain regular internal communications with group members
- Design and facilitate meetings that keep the working group on track to its goals
- Develop and oversee the working group's budget and work with members to source funds.
- Hire and manage consultants and other staff, as needed

Preferred qualifications

- Master's or bachelor's with at least 5 years of work experience
- Exposure to and understanding of nonprofit ecosystems
- Experience developing a shared vision with diverse stakeholders and overseeing the successful implementation of that vision

- Experience convening or designing events
- Entrepreneurial, high-energy, self-directed, and able to work independently; brings a learning mindset
- Ability to operate effectively at multiple levels, shifting seamlessly between high-level strategic planning and management of day-to-day details
- Proven track record engaging with marginalized communities and experience taking an equity-informed lens to inform actions and decisions
- Strong verbal and written communication skills
- Excellent facilitation skills and ability to work effectively with diverse groups of people
- Relevant knowledge and/or experience with capacity building
- Excellent organizational and project management skills
- Strong network of relationships with diverse nonprofits and community-based organizations in Western New York and Monroe County

Please submit a cover letter and resume via email to Sandra Moore smoore@communitywealth.com by 12pm on February 27th, 2019.

NY Funders Alliance is the fiscal sponsor for the Program Director and related activities. NY Funders Alliance is a regional membership association of grantmaking organizations in New York State. Their membership base includes nearly 90 organizations – community foundations, independent private foundations, public charities, and corporate giving programs – who fund across the State. NY Funders Alliance works to provide opportunities that allow grantmakers to learn about topics core to their work, expand their skill set, become more informed on larger trends in the sector, and share information with each other.