



Program Manager Empowering Communities Initiative

Position: Program Manager

Organization: The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization whose mission is to serve, build capacity and foster collaboration among and between Mississippi's nonprofit and philanthropic communities.

Reports To: Chief Program Officer

Classification: Full-Time (Exempt), Non-Supervisory Position

MAJOR FUNCTION:

The Program Manager is responsible for overseeing the planning, implementation, and coordination of the Empowering Communities through Philanthropy project, a statewide initiative to launch and expand giving circles to increase the philanthropic capacity of communities. The manager will work closely with team members, Foundations, consultants, and donors to achieve the program objectives.

Essential Responsibilities:

- Manage the development and implementation of the Empowering Communities through Philanthropy project, ensuring timely execution of project tasks and deliverables. This will include the development and expansion of four giving circles and coordination of the Alliance's Nonprofit Professionals: Fundraising Executives cohort-based training to support fundraising professionals across the state.
- Foster positive and collaborative relationships with community foundations, consultants, trainers, and donors working with the Alliance to ensure that they are adequately supported and that services are delivered in a consistent, timely, and effective manner.
- Collaborate with community foundation partners and consultants to plan and manage outreach activities to increase program awareness and recruit local donors in four regions of the state, with a specific focus on recruiting women, BIPOC and NextGen donors.
- Coordinate training and technical assistance for staff, consultants, and

community foundation partners to build capacity to carry out project deliverables.

- Collaborate with the marketing and communication consultants to coordinate logistics, marketing and communication efforts for training and events related to project.
- Regularly communicate project updates, successes, and challenges to management and key stakeholders.
- Collaborate with the marketing and communications consultant to develop collateral marketing and promotional material related to the project.
- Collaborate closely with management and evaluation firm to help establish and implement effective measurement strategies to assess and monitor the project's progress and outcomes.

Qualifications:

- **Education/Experience:**
Bachelor's degree in a related field (Business, Nonprofit Management, Communications, etc.) with minimum of 5 years' experience working with leaders in the nonprofit and/or philanthropic sector.
- **Essential Skills and Experience**
 - Commitment to having a diverse, equitable and inclusive organization.
 - Proven experience in project management and coordination with demonstrated skills and ability to manage project budgets and deadlines.
 - Experience with MS Office or Google Suites, design platforms, CRM systems and other computer-based technologies.
 - Strong interpersonal and relationship-building skills.
 - Excellent written and verbal communications skills.
 - Comfortable working on high-impact, highly visible projects.
 - Familiarity with fundraising principles and donor engagement strategies a plus.
 - Willing and able to travel extensively throughout the state.

To Apply

Interested candidates should apply at www.indeed.com Keyword(s): Mississippi Alliance for Nonprofits and Philanthropy, program manager.

About The Alliance

The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization serving more than 500 nonprofits and grantmakers across the state. Our mission is to serve, build capacity and foster collaboration among and between Mississippi's nonprofit and philanthropic communities. We value commitments to excellence, trust and accountability and promote a work environment that values respect, fairness, and integrity. The Alliance follows equal employment guidelines and employs personnel without regard to race, creed, color, class, gender, religion, national origin, sexual orientation, age, disability (as prescribed by the Americans with Disabilities Act), veteran status or marital status.

