

## PROGRAM MANAGER JOB ANNOUNCEMENT

Cause Effective is a New York-based nonprofit that supports nonprofits in developing effective and strategic fundraising and governance practices. Over the past 35 years we have guided more than 6,000 community-based nonprofit organizations – large and small – to break new ground and build sustainable futures. Our clients raise more money, deepen their relationships with donors, and build stronger boards of directors so they can achieve long-term change in their communities. Our work reflects a deep commitment – but is not limited – to the grassroots social justice sector.

We advise over 100 clients per year, reaching over a thousand more annually through workshops and publications. Cause Effective's work has a tremendous impact in a range of diverse communities because we assess and respect the unique challenges of each client while focusing on strengthening the organization's immediate and long-term ability to raise funds and friends.

**We are looking for a dynamic individual to join our 9-member team to deepen our relationships with clients, heighten our performance in workshops and trainings, and increase our reach and impact.**

This position offers the opportunity to:

- Make a difference among nonprofits serving a broad range of communities and missions in NYC
- Support a growing portfolio of client work full of challenges and learning opportunities
- Work closely with experienced consultants to analyze and improve many aspects affecting the performance of New York's nonprofits
- Grow professionally in your knowledge and practice of organizational development and change consulting
- Shape the future of Cause Effective as the "go to" organization for assistance with fundraising and board leadership

### **Key Responsibilities**

Cause Effective's Program Manager will organize, deliver, support and track the progress of Cause Effective's diverse training and consulting practice. The Program Manager will also manage Cause Effective's new business development, participate in program evaluation and reporting, and serve as a voice of Cause Effective within our varied constituencies. This position includes direct interaction with clients, in both individual and group settings, as well as marketing, outreach, and administration.

Key responsibilities include to support and manage programs including foundation grantee portfolios, workshop series and individual consultancies; partner with consultants to shape, implement and evaluate the effectiveness of marketing strategies; create or revise materials to meet client needs and enliven Cause Effective's workshop and training content; organize Cause Effective's external communications; and coordinate evaluation and reporting. The Program Manager will work closely with the senior staff to align Cause Effective's consulting practice and business processes with the best practices in the field and to better serve our clients. The Program Manager will supervise a staff of 1-2 (plus interns).

### **Qualifications Required:**

- 4-6 years of progressive responsibility and achievement in nonprofit management, with preference given to experience in fundraising, marketing, and program delivery
- Working knowledge of best practices in nonprofit management
- Outstanding verbal and written communication skills

- A history of commitment to working in communities of color
- Demonstrated skill in project management, with impeccable follow-through
- Well-organized, thorough, and able to handle multiple assignments within tight time-frames
- The ability to keep others on track and work as a member of a team, including supervision experience
- Master's degree in nonprofit management or equivalent experience
- Fluency in a second language (especially Spanish) is preferred
- Demonstrated proficiency in the following IT platforms or their equivalents: MS Office, Salesforce, social media, working familiarity with website maintenance, basic design skills a plus

**Personal Characteristics:**

- Intelligent and persuasive; a curious problem solver who can both conceptualize and implement, and can initiate ideas and projects, not just respond to direction
- An energetic, focused hard worker who is effective in a fast paced, pressured environment
- A collaborator with a sense of humor who likes to share information and ideas with colleagues

Cause Effective strives to reflect the diverse community we serve. Applicants who contribute to this diversity are strongly encouraged. Cause Effective is an Equal Opportunity Employer.

**Salary and Benefits**

Compensation ranges from \$55,000-\$65,000 based on experience. Cause Effective offers a flexible benefits package, generous time off, and a committed focus on staff development.

**Timing of Appointment**

Cause Effective will begin to consider candidates immediately; projected start-date for this position is March 2018.

Please submit resume, cover letter and writing sample to Cause Effective at [jobs@causeeffective.org](mailto:jobs@causeeffective.org) with Program Manager Search in the subject line. **No phone calls.**