



[www.allianceforgreaterworks.org](http://www.allianceforgreaterworks.org)

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## STATEWIDE COLLABORATIVE PROGRAM MANAGER Position Description

### **Context:**

Alliance for Greater Works (AGW) is a servant leader nonprofit organization with a rich seventeen-year history of improving the conditions and enhancing the lives of individuals in marginalized communities. This organization is growing and has several strategic collaboratives.

If you are self-motivated, smart, innovative, philanthropic and talented consider joining our team. Alliance for Greater Works has established the new **Program Manager** position.

### **Organization Overview:**

Founded in 2001, AGW rebuilds the most marginalized and vulnerable communities through strategic partnerships, coalition development, and competency building with nonprofits, philanthropy, businesses, and government.

Alliance's mission is to strengthen and position leaders and organizations to transform marginalized communities by providing leadership and community development education, consulting, and collaborative solutions. Alliance for Greater Works has served more than 17,000 leaders and organizations since its inception.

### **Position Overview:**

This critical position is responsible for managing the design and implementation of a new and bold community collaborative initiative throughout the state of Texas. The full-time program manager will report to the Program Director of the initiative. This individual provides continual support and builds relationships across all the community collaboratives.

### **Responsibilities:**

- Work with the management team to drive the overall strategy and objectives for the strategic collaborative.
- Develop and manage work plan and calendar for the state-wide communities;
- Develop and improve the systems, processes and outcomes of the strategic collaborative on a continuous basis.
- Work closely with the team to track progress and provide updates on any changes in overall strategy or priorities.
- Serve as a subject matter expert to facilitate, research, and recommend proposed project

processes to ensure ease of use and efficiency for the program management team.

- Maintain an understanding of collaborative start-up and implementation challenges and develop comprehensive solutions to address them.
- Research and identify speakers, facilitators, and key informants for face-to-face and virtual events.
- Work with the team to strengthen the community collaboratives' lead organization in the areas of community engagement to involve historically excluded populations in the participatory process, collaboration framework and management of the Collaborative projects.
- Work with evaluator to ensure all partners are aware of targets and indicators;
- Work with evaluator team in the creation of initial community profile and yearly summary reports of progress for funder, collaborative partners, and external audiences.
- Work with the program management team and Community Collaboratives to establish action plans for each Collaborative.
- Coordinate the process to obtain content about each Collaborative community and project for news, reports and the presence on the Collaborative website throughout the Collaboratives.
- Facilitate strategies for the Collaborative project communications: blogging, vlogging, journal articles, social media strategies, and feature articles and more about impact with each Impact Collaborative team
- Collaborate closely with other team members including funder, evaluation, and program coordinator to ensure a successful collaborative initiative.
- Facilitate ongoing communication between the communities by hosting regular conference calls, in-person meetings, or coordinating regular email updates to ensure alignment of activity.
- Act as a neutral arbiter and helping resolve disputes or disagreements in direction among community partners, etc.
- Coordinate supporting activities between funder, lead organization, and community partners.

### **Fundraising:**

Fundraising is a responsibility shared by all staff at Alliance, so the **Program Manager** will work with the executive leadership team to foster fundraising relationships, prepare grant requests and orchestrate exceptional site visits.

### **Qualifications:**

- Master's degree preferred.
- Strong background in project management. Project management certification preferred.
- Strong leadership skills to coordinate and motivate project teams.
- 3+ years documented effective collaboration experience developing new, and managing existing, projects and processes.
- 3+ years demonstrated ability to be an effective and contributing team member.
- Proven track record of using data to make evidence-based decisions for process improvement.
- Analytic and decisive decision maker with the ability to prioritize, recommend and communicate collaborative solutions to team members.
- Strong written and verbal communication skills—a persuasive and passionate communicator with

excellent public-speaking skills.

- Fluent speaking, reading and writing in the Spanish language.
- Working knowledge of Cooperative Extension required.
- Action-oriented, flexible, and innovative approach to facilitating the work of others.
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed.
- Proficiency with Google Apps, WordPress content posting, Zoom, BaseCamp, and Slack.
- Extensive program design, delivery and assessment experience preferred.
- Experience in a team environment preferred.

**Compensation:**

Compensation for the position is competitive and commensurate with experience.

**Start Date:** July 2018

**Application Instructions:** Please send resume with cover letter (that includes salary requirement) to [hr@allianceforgreaterworks.org](mailto:hr@allianceforgreaterworks.org)