ORGANIZATION: Causewave Community Partners
TITLE: Senior Program Manager
REPORTS TO: Program Team Director

FULL TIME, YEAR ROUND

The Senior Program Manager is a community change agent and plays a critical role on our diverse team, leading projects that foster positive change within nonprofit organizations and the community.

The Senior Program Manager will work to build capacity in nonprofit organizations: serving as a trainer of nonprofit staff, board members and volunteers to ensure adoption and sustainability of the work. The Senior Program Manager will serve as the team leader on assigned projects for our nonprofit partners. The Senior Program Manager should have experience with and ability to:

- Provide strategic counsel to nonprofit partners in fundraising and marketing across diverse projects and missions.
- Lead development of marketing and fundraising plans, oversee implementation, and measure results.
- Utilize key concepts of nonprofit management, for example: marketing, communications, fundraising, strategic planning, board development, and workforce development.
- Facilitate meetings and processes to successfully bring diverse stakeholders to consensus.
- Accurately diagnose organizational challenges and recommend appropriate solutions–be they via Causewave programs or other resources–to nonprofit partners.
- Oversee execution of project components, including research, communication, goal and strategy development, process improvement, and change management.
- Develop appropriate proposals/scopes of work.
- Provide supervision and mentorship to interns and staff as appropriate.
- Play an active role in building and managing Causewave’s important partnerships by participating in donor and client events and community presentations.
- Leverage, engage and manage relationships with volunteers and external providers to improve project outcomes and timelines.
- Manage budgets and timelines to ensure quality outcomes within project scope.
- Perform other duties as assigned in support of Causewave’s mission.

Are you still reading? Because these things are also important:

- **Community mindedness**: If you come to work for the glamour and the glory, maybe this isn’t for you. BUT if you think organizations and individuals can be forces for good, and you can’t help but look around for ways to make things better, giddy up.
- **Maturity**: This can’t be your first rodeo. You need to have a Bachelor’s degree (or equivalent) and 7+ years of real, hands-on experience. This can be in a variety of disciplines – marketing, fundraising, and organizational management are all relevant.
- **Leadership**: The other members of the team will look to you as a leader. That means that you have a responsibility to set an example through your dedication and attention to detail, deadlines and what’s best for the team.
- **Interpersonal skills**: You need to be excellent at working with all kinds of people, and make them want to work with you. You need to be great at gratitude. You also need them to respect what you say, without feeling condescended to. Not easy.
- **Flexibility**: We're an ambitious organization. We’ve got big goals and take on a lot to achieve them. Because of that, it’s safe to say that you’ll be jumping from issue to issue and organization to organization so much that your head may spin. You should be built for that.

- **Team attitude**: We are all on the same team, and when one of us succeeds, we all do. That means you’ll look for opportunities to pitch in on things that may not be in your job description—both big and small.

- **Fresh thinking**: We are almost always taking a shoestring budget and using it to address thorny, difficult, important issues. We don’t have the luxury of throwing money at projects, so we don’t have time for tactics that aren’t backed by strategy. We’ll be looking to you to find creative, strategic solutions.

- **Diversity**: We don’t believe there are well-rounded people, but there can be well-rounded teams. We need you to bring your unique experiences and perspectives to the table and have an opinion. That’s how we roll.

**General requirements:**

- Minimum 7 to 10 years of relevant work experience required, specifically in roles with fundraising or marketing responsibilities
- High energy, strategic and ambitious
- Strong desire to make the world a better place
- Bachelor’s degree or equivalent experience

**Here’s what we’re about.** Causewave Community Partners’ long-term vision is this: ours will be a community known for addressing big challenges through collaboration, and our organization will be one of the primary justifications for that reputation. We’ll be a magnet for passionate people looking to do good and the place where ideas, causes and organizations come to build momentum around their mission.

**We’re committed to diversity.** Causewave recognizes the importance of a culture that embraces diversity and appreciates, understands and values individual differences. We are committed to increasing the diversity of our staff, board and volunteers at all levels; to creating an inclusive, respectful and equitable environment; to serving our diverse customers with culturally sensitive programs and services; and to continually improving Causewave’s culture, policies and practices through learning and leadership.

We’re excited for the future and the addition of another amazing team member to help us fulfill our vision. If you’re excited too, apply at: info@causewave.org. **Submissions must include a cover letter and resume.** No phone calls please.