Program Director, New England Region

ABOUT THE INSTITUTE FOR NONPROFIT PRACTICE

Founded in Boston in 2007, the Institute for Nonprofit Practice (INP) transforms communities by equipping the most promising nonprofit leaders with the skills, confidence, and resources they need to make their organizations effective, innovative, and sustainable.

INP achieves this mission through comprehensive, year-long certificate programs that, to date, have equipped 1,400 senior level, mid-career, and emerging leaders with the management tools and networks they need to boldly advance their careers and be a force for social change in their organizations and communities.

Behind INP’s rigorous programming to develop leaders is an organizational culture that is thoughtful and attentive to its staff. Outstanding benefits and a strong sense of community and values are key aspects of what makes INP unique. An intentional and wide-reaching focus on diversity, belonging, equity, and inclusion is core to INP’s mission and is part of every aspect of the organization’s work: over 60% of INP faculty, staff, and students are people of color.

After over a decade of success expanding across New England, INP is looking ahead to the next chapter of growth and has already begun to broaden its impact by launching programming in New York City in 2019 with plans to grow to new regions across the country in the coming years.

For more information on the Institute for Nonprofit Practice, visit www.nonprofitpractice.org.

The Opportunity:

The Institute is building a regional New England team to lead our flagship site as we pursue a strategic growth plan. As the Program Director, New England, you will play a critical leadership role within the organization. You will oversee all aspects of the day to day execution of our Community Fellows and Core Certificate Programs across all locations in New England to ensure a positive and impactful experience for all constituents.

Responsibilities:

- **Recruitment and Admissions:** Partner with the Executive Director and national team to design a local recruiting strategy to ensure a robust and diverse student applicant pipeline for all New England classes. Manage the assessment, selection, and admissions process.
• **Program and Events Management**: Ensure students have a high-quality experience designed to strengthen their practice. Oversee the planning and execution of orientation, graduation, and other program events and activities. Support faculty with day-to-day needs and attend regular faculty meetings as needed.

• **Online Learning Support**: Partner with Executive Director to develop and implement training and protocols to ensure the needs of students and faculty are met and attend classes when appropriate.

• **Alumni Engagement**: Manage alumni engagement with local alumni and coordinate ongoing professional development, networking events, and other community-strengthening activities.

• **External Engagement and Special Projects**: Contribute to fundraising activities, such as engaging with students around class gift campaigns and attending local fundraising meetings and events. Collaborate with local and national leadership on special projects as needed.

INP is a small, growing, entrepreneurial organization and every staff member is expected to provide support to the broader INP team and adapt as needed to achieve our mission.

This position is a full time, exempt position and reports to the Executive Director, New England. It is based in our office in Dedham, MA and requires frequent travel via personal vehicle to our class locations in Providence, Cape Cod, Lowell, and Boston. The team is currently working remotely and will conduct fall programming virtually.

**Candidate Profile:**

The successful candidate will bring many of the following professional qualifications and personal attributes:

• Authentic passion for INP’s mission. Strong experience in talent development, social justice, and racial and gender equity preferred.

• Seven plus years of professional experience in a nonprofit organization; demonstrated success in a programmatic function.

• Exceptional communication skills.

• Deadline-oriented and able to manage multiple priorities.

• A flexible and adaptive work style with the ability to thrive in a growing, entrepreneurial, mission-driven environment.

• Ability to work both independently without close oversight while also being a team player who productively engages with others at varying levels of seniority within and outside INP.

• Strong organizational and time management skills with excellent attention to detail.

**Salary Range:**

Competitive salary and benefits package based on experience. We offer a strong benefits package with medical/dental insurance, 401(k) retirement match, paid vacation, professional development, mileage reimbursement for business travel, and more.

The Institute for Nonprofit Practice is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives,
styles, and experiences. All are encouraged to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone. The Institute for Nonprofit Practice does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, military status, veteran status, genetic information, gender identity, or any other characteristic protected by applicable federal, state, or local law.

To Apply:

Please send resume and cover letter to jobs@nonprofitpractice.org; materials may be addressed to Marisabel Jaramillo. Please include “Application for Program Director” in subject line.