Program Manager, Partnerships

About the Organization:
The Dinner Party Labs designs approaches to community healing with those impacted by isolation and fragmentation. We take the experiences and subjects that are hardest to talk about and use those as the starting point to help people make connections, build trust, and form relationships that matter.

Our flagship program, The Dinner Party, is a platform where 20-, 30-, and early 40-somethings who've experienced a major loss can connect to one another, either one-to-one with a Grief Buddy or in small, peer-led groups (which we call Tables). Our Partnerships team equips communities with the tools they need to build trust across lines of difference and to overcome sources of rupture and long-simmering conflicts.

Since 2014, we've helped more than 16,000 grieving peers with one another. We've helped dozens of partners — ranging from the Mayor's Office of Erie, PA, to the Obama Foundation, Meta, the School Crisis Recovery and Renewal project, and the United Methodist Church — to strengthen social connection and cohesion among their respective communities. We've been featured on NPR's Morning Edition, On Being with Krista Tippett, CNN, NYT, The Washington Post, O Magazine, BuzzFeed, and dozens of other publications, and as a case study in various books, including The Upside of Stress, How We Show Up, and The Power of Ritual.

All positions within The Dinner Party Labs are 100% remote. This position will involve working closely with our partners in the NYC Mayor's Office of the Prevention of Hate Crimes, so we highly encourage residents of New York City to apply.

Position Overview:
The Partnerships Program Manager works with client organizations to help them build trust and community in their particular communities. For example, in 2022, in partnership with the United Methodist Church, we trained a cohort of lay leaders to assist congregations grappling with issues that threaten to divide them, by helping them to analyze root problems, and to help communities uncover the strengths and value-sets they can use to address it, through a series of virtual and in-person suppers. In 2023, the Program Manager will serve as the key point-person on a forthcoming partnership with the NYC Mayor's Office of the Prevention of Hate Crimes, using the supper table (and the stories we share around it) as a civic engagement tool to bridge the gap between city leaders & their constituents. The Program Manager reports to the Partnerships Director, and works alongside the Partnerships department to coalesce our learnings, practice and refine our theory of change model out in the world, and function as a megaphone for this methodology in building, sustaining, and growing communities.
alongside other organizations. The Partnerships Program Manager is someone who is relationally intuitive and empathetic, who is flexible, values-driven, and able to project manage multiple initiatives at once.

**Responsibilities:**

Work alongside the Partnerships Director on key institutional partnerships, from design to execution. *(Current partnerships are exploring issues around racial equity and policy change, support for Afghan refugees, and helping workplaces become grief-ready.)*

- Work with partners to design tailored experiences and opportunities for ongoing trust and relationship-building;
- Manage timeline and deliverables to ensure goals are met, with an eye toward outcomes over outputs;
- Serve as key point person between client and staff, establishing and maintaining clear lines of communication and quality follow-through;
- Support event execution, creating tailored project plan, with tips, checklists, and suggested timeline for each partner;
- Develop training materials and lead trainings and coaching calls for conversation hosts and event organizers.

**Help to oversee a high-functioning Help Desk:**

- Help to manage the submission form for [www.thepeoplessupper.org](http://www.thepeoplessupper.org), answering inquiries in a thoughtful and timely fashion;
- Design and lead online trainings, and support the development of knowledge-sharing materials;
- Host coaching calls and offer a sounding board and regular troubleshooting assistance to would-be hosts and partners, in order to design and execute high-impact suppers.

**Work to support ongoing network-building and story-sharing:**

- Elevate stories from partnerships programming to share publicly;
- Distill and share ongoing learnings when it comes to connecting meaningfully across difference, ensuring insights are metabolized and widely shared;
- Build relationships across the bridge building field to have thought partners in the questions that emerge in this work.

**Qualifications:**

- Highly organized, detail-oriented, and results-driven;
- Excellent oral and written communication skills, including active listening and inclination to tap into and utilize emotional intelligence;
- Experience building, working within, and improving systems; strong organizational skills;
- High level of empathy;
- Ability to balance team dynamics and self-sufficiency to keep priorities moving forward;
- Exceptional responsiveness to emails and consistent communication with all The Dinner Party Labs stakeholders, including staff, partners, hosts, and participants;
- Ability to manage difficult emotions and consistently prioritize self-care;
- Some knowledge of Microsoft Office Suite, Gmail, Zoom, Google Drive, Slack
Values Alignment:
Our interest is not solely in what we do, but how we do it. We ask that every member of The Dinner Party community — from staff, to hosts, to Dinner Partiers — seek to model these core values and principles:

+ **We care for our people.**
  + We see each other through our worst days and celebrate each other’s best.
  + When we have the capacity and the resources we need to be of service, we serve.
+ **We know that caring for our people demands we care for ourselves.**
  + We trust that we are each our own best expert and we strive to name what we need.
  + We know that we are the work, and we treat our own wellness with the same standards with which we serve others.
  + We do not fear expressions of pain and frustration, but neither do we make ourselves a punching bag for pain.
  + We name our boundaries, knowing that martyrdom serves no one.
+ **We are never alone.**
  + We commit to collaborative leadership, and to creating an environment in which every member of our community can capitalize on their own passions and expertise.
  + We commit to asking for help, knowing that it is easier to give help than it is to ask for it.
  + We succeed together, we fail together, and what we build, we build together.
+ **We take play seriously.**
  + We believe in joy as engine fuel, and we aspire to maintain full tanks — both in spite of and because of the experiences that brought us to this community.
  + We are disciples of Mary Poppins, and revel in surprise and delight.
  + We know laughter and tears are not mutually exclusive.
  + We use humor as a tool to disarm, to engage, to name the unnameable, to survive and to thrive.
+ **We know that our hardest conversations are some of our most important conversations.**
  + We choose to name the elephant, preferring to keep the tiny elephants tiny, lest they grow big.
  + We value honesty over pretense, and consider disagreement a hallmark of real relationships. We strive for constructive conflict over destructive conflict and trust in our shared capacity to grow.
  + We take our conflicts and disagreements directly to the source.
  + We know that to be human is to screw up sometimes, so we name it when we do.
+ **We refuse to make shit up.**
  + We use data to learn and to make decisions with and for our community.
  + We admit what we don’t know. We ask questions, rather than presume we have answers.
+ **We believe that to be welcome in The Dinner Party is a basic right — one that we cannot attempt to claim for ourselves, and deny for others.**
  + We are committed to pursuing justice with vigilance, ensuring anti-racism is embedded in everything we do.
+ We exercise zero tolerance for both derogatory remarks toward a member of our community, and for racism, sexism, homophobia, transphobia, classism, ableism, antisemitism, Islamophobia or any other form of discrimination.
+ We recognize that grief is not shared equally, and we seek to undo the systems of oppression that perpetuate trauma and loss.

**Salary & Benefits:**
+ Pay: $31.25/hr; 30-40 hr/week
+ Full list of benefits available here

**To apply:**
+ Submit resume and cover letter to K@thedinnerparty.org
+ We will accept applications on a rolling basis until the position is filled.