POSITION DESCRIPTION

Title: Program Manager  
FLSA Status: Full Time, Exempt  
Department: Programming  
Reports To: Associate Director, $56,000 - $65,000 per year

Organization Overview

AMPT: Advancing Nonprofits (AMPT) is a capacity-building initiative that is committed to strengthening the organizational health and supporting long-term development of small nonprofits on Chicago’s West and South sides. AMPT prioritizes Black/Latine leaders working to amplify, build power within, support communities of color in thriving and living happy healthy lives while simultaneously working to transform philanthropy by addressing systemic racial inequities and serving as a model for anti-racist systems and processes.

Chicago Cares proudly serves as the fiscal sponsor for AMPT. Established in 1991, Chicago Cares mobilizes volunteers to build a stronger, more unified Chicago. In 2017, Chicago Cares launched an exciting new Community Investment Strategy to use impact volunteerism as a catalyst for community change efforts on Chicago’s south, west, and northwest sides where the infusion of resources and capacity could be transformational.

Position Overview

The Program Manager works closely with the Associate Director to ensure successful implementation and management of AMPT programming. They provide administrative leadership to ensure that AMPT staff, nonprofit partners and stakeholders are resourced effectively to operate to the highest standards. The Program Manager will be flexible and nimble with the start-up process of AMPT, exercising creativity and “out of the box” solutions for programming issues. They will contribute to the development of new programming and support the Associate Director in determining the best offerings to nonprofits based on the priorities and needs of participating organizations. They will be a collaborative leader, have a customer service disposition and find joy in maintaining programmatic operations. The Program Manager supports and strengthens AMPT’s newly developed programs and program operations. This position reports to the Associate Director.
Essential Duties and Responsibilities:

Management of the Ampt Up Your Organization Workshop Series, Communications Cohort, Executive Coaching Cohort, Evaluation Cohort, and Nonprofit Board Training Cohort

- Coordinate and oversee the day to day operations
- Curate the program calendar, in partnership with Associate Director
- Manage relationships with consultants, nonprofits and other partners
- Own program logistics: registration management (Eventbrite), cohort application process, technology set up (Zoom), data collection, workshop reminders and follow up
- Workshop planning: agendas and presentation slides, facilitation, workshop support and feedback
- Manage pre- post- program evaluation process
- Manage invoicing and stipends
- Collaborate with Communications Manager to support in program communications by providing language and feedback on flyers, infographics, session recaps

Management of the Nonprofit Share Space

- Own program logistics, including: registration management, technology set up (if necessary), facilitation and in workshop support, workshop follow up

Support the Partnership Plans and the Antiracist Restorative Practice Cohort

- Send reminder emails
- Submit invoices and stipend requests
- Develop one pagers, including: speaker biographies and organizational one-pagers

Complete other duties and special projects as assigned.

Other Expectations

- Advance brand identity by reinforcing strategic messages and organizational values
- Ensure quality and economic viability of all programming
- Build and maintain relationships with nonprofit organizations participating in AMPT programming
- Participate in cross-organizational committees and task forces as appropriate
- Participate in and provide support and stewardship of fundraising activities

**Requirements**

- 3+ years of demonstrated experience in programming, operations, or nonprofit organization.
- Demonstrated commitment to AMPT's mission and to social, economic, racial justice.
- Demonstrated experience in nonprofit relationship building and management.
- Ability to take initiative, work independently, meet deadlines, and handle multiple projects in a rapidly changing start-up environment – including interruptions and adjustments to priorities.
- Excellent written, verbal, and interpersonal communication skills with ability to make effective oral presentations to large and small groups in a culturally competent manner.
- Exceptional interpersonal skills that demonstrate the ability to build innovative, creative and strong relationships with individuals and groups from diverse cultural, ethnic, and geographic backgrounds.
- Ability to maintain composure, professionalism, flexibility, and enthusiasm when working with a diversity of experiences, perspectives and personalities.
- Flexibility to work some evenings and weekends.
- Ability to adjust to various physical and environmental conditions as the position may require (computer work, sitting or standing for long periods of time, etc.).
- Excellent PC skills, including Google Apps Suite; experience with Miro, Zoom, Canva, and Padlet a plus.
- Ability to apply creativity and flexibility; strong problem solving, quantitative and analytical abilities.

**Salary and Benefits**

This is a full-time, exempt position. Additional benefits include:

- $56,000 - $65,000 per year
- Flexible work schedule.
- Remote work environment – Position works primarily remote; however, position may require in person meetings with partners and staff as well as in person project support.
- Group medical (PPO or HMO) for the employee (90% coverage) and dependents.
- Group dental available for employees and dependents.
- Vision coverage for the employee (100% covered by CCI).
- Group life insurance and LSTD insurance for the employee (100% covered by CCI).
• Access to 401(k) retirement plan after three months with a 2% employer match.
• $1,000 Professional Development funds per year.
• Generous paid time off, wellness days and holiday pay.
• Paid parental leave.
• Two all staff wellness weeks where the office is closed.
• Access to sabbatical leave after three years of service.

How to Apply:

Please send your resume and cover letter to admin@amptchicago.org with the subject line: AMPT Program Manager Application. Applications will be reviewed and interviews scheduled on a rolling basis.

OUR COMMITMENT TO EQUITY

Chicago Cares is committed to a community driven, anti-racist approach to service and integrating diversity, equity, and inclusion meaningfully into our practices, structures, and culture. We are an equal opportunity employer and do not discriminate based on race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by applicable local, state, or federal laws. We strongly encourage all interested candidates including all interested Black, Latinx, Indigenous, and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community, and those with lived-experience with racism and/or misogynoir to apply for this role.