

Manager

Are you passionate about leadership, equity, and social impact at nonprofit and philanthropic organizations? Do you want to help social sector organizations achieve their potential for impact by supporting leaders in building more diverse, inclusive, and equitable cultures? Do you have an eye for detail and thrive on managing projects?

If so, we're looking for you...

ProInspire is seeking a Manager to play a key role in moving forward our work supporting organizations with advancing equity and leadership. This person will support a portfolio of training programs and services for nonprofit organizations and foundations. The Manager will be based in the DC area along with our other full time staff.

The Manager will be responsible for managing projects and budgets, communicating with clients, developing proposals and contracts, managing workflow, and overseeing processes tied to our custom services and training programs. These programs include:

- Workshops based on our two-day ProInspire Leadership Institute
- Workshops based on our four-day race equity leadership program
- Custom-designed workshops and retreats
- Cohorts of teams advancing race equity in their organizations
- Custom services that leverage our upcoming leadership competency model

The Manager will be a **rising leader** eager to work on new projects and processes at a growing organization working to support leaders at all levels and advance equity. Most importantly, we know that candidates will be stronger in some areas of this role than others. Please don't let that stop you from applying! We are committed to your growth and development.

The Manager will report to a Director and work closely with the staff based in Washington, DC, as well as ProInspire partners, funders, faculty, and consultants across the country.

Responsibilities

Program Management (60%)

The Manager will focus on:

- **Business Development and Partnerships:** Conduct informational calls with nonprofit organizations seeking our services, align on goals, write proposals and grant reports, manage contracting and invoicing with clients and consultants

- Project Management: Develop project plans and timelines, identify project risks and develop mitigation plans as needed, facilitate project meetings and follow up, manage processes to recruit and communicate with participants (as relevant)
- Client Communication: Manage client and participant communication throughout projects, including planning check-in meetings, sending agendas, and follow-up
- Deliverables: Prepare deliverables for programs, including creating agendas, workbooks, and other materials
- Implementation: Support implementation of programs and services, including logistics, participant experience, facilitator support, and program evaluation
- People Management: Hire and manage staff and consultants, as needed
- Accountability: Work with the team in supporting parts of broader goals

New Program Development (25%)

The Manager will support one or more areas of new program development, including planning and implementation. These could include:

- Open Enrollment Programs: Build on our curriculum to create new open enrollment programs
- Cohorts Programs: Identify new cohort programs we can launch to meet partner needs
- Leadership Competency Model: Develop services to support individuals and organizations leveraging our leadership competency model (in development)

Team Engagement (15%)

- Team Activities: Participate in regular retreats, weekly team meetings, etc. Contribute to board meetings, presentations, community events, and convenings
- Internal Work: Engage in ongoing internal work around building a race equity culture; Push the organization to live into our values and our desired impact
- Staff Development: Share knowledge and mentor people across the organization

About You

This is an extraordinary opportunity for an individual to manage programs and work collaboratively with our staff, consultants, and partners. This role provides responsibility and independence for individuals to determine how and when to complete their work.

What we are looking for:

- You have 4+ years of work experience managing projects from end to end, with an attention to detail.
- You can juggle multiple projects at one time and plan out work accordingly.

- You are a relationship builder and communicator (written and verbal) working with people working at all levels in organizations.
- You don't have all the answers, but are willing to figure things out.
- You bring integrity, humility, resilience, and passion for ProInspire's mission
- You authentically dive into work about the role that identity and race plays inside organizations, and are able to speak from your lived experience.
- You have an entrepreneurial spirit and desire to expand our impact.
- You are able to work independently and maintain productivity with colleagues and stakeholders in different locations.
- Bonus points if you have experience with training or consulting, as well as skills in using Salesforce and Asana.

What you will gain from this role:

- **Impact:** You'll have the opportunity to advance leadership, equity and inclusion in the social sector. You will see the impact you have on individuals and organizations through their engagement in our programs.
- **Build on your Strengths:** You will have the opportunity to shape your work and our programs, building on your strengths, and your lived experience.
- **Learning:** You will continuously be learning as you support our partners and through your own professional development.
- **Visibility:** You will have the opportunity to represent the organization with partners, build relationships, and expand your network.
- **Autonomy and Ownership:** You will have responsibility for specific projects and autonomy to figure out how to approach them.

Why should you work with us

At ProInspire, we believe that people are the most important asset to delivering our mission and we strive to make ProInspire a great, collaborative place to work. We are a small team that believes in flexibility, autonomy, and trust to achieve our goals.

All full-time staff members at ProInspire receive:

- **Flexible hours (typically 35-50 hours per week):** Because we are committed to authenticity and balance, employees are free to work when they want, as long as they meet their objectives.
- **Unlimited vacation time and working remotely:** You will have the ability to manage your schedule, including working from home and taking unlimited vacation time.

- Robust health benefits package and a professional development budget

Position Details

Salary: Starting salary for the first year ranges from \$60-70k

Travel: Work travel may be required for delivering programs, conferences, and meetings, on average, 1 trip per month. There are also occasional events during non-standard business hours.

Start Date: The ideal start date is January 2020, with some flexibility

Location: Our office is currently located in the WeWork co-working space near Metro Center (1440 G Street NW, Washington, DC 20005). The office features an expansive community area, kitchen with supplied beverages, events and activities, on-site fitness center, and more!

How to Apply

We encourage you to visit our [website](#) and apply by November 15. We are especially excited about applications from people who understand the challenges of inequities in the social sector workplace, including people of color, LGBTQ+, and individuals with disabilities. As a result of our commitment to an equitable and inclusive hiring process, please do not include your salary history in your cover letter. We want to compensate you fairly for this role and not based on past compensation.

ProInspire is proud to be an equal opportunity employer, and celebrate our employees' differences, regardless of race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, ability, or Veteran status.

About ProInspire

ProInspire envisions an equitable and just society — free of systemic oppression, where all people thrive. Our mission is to activate leaders at all levels to accelerate equity at the individual, organizational, and systems levels. Rooted in the belief that leadership and equity are key to the systems change needed to advance impact, we design and deliver cohort programs, fellowships, workshops, coaching, research, and convenings. Our goal is for individuals at all levels in the social sector to have the competencies, confidence, and connections to accelerate equity and leadership.

Founded in 2009 and based in Washington, D.C., ProInspire runs programs in multiple cities across the United States. We partner with leading local, national, and international nonprofits, including the Center for Nonprofit Advancement, Communities in Schools, Share Our Strength, and more. ProInspire's funders include Annie E. Casey Foundation, American Express, Bill & Melinda Gates Foundation, Borealis Philanthropy, Hewlett Foundation, and Kresge Foundation. ProInspire was named by the Chronicle of Philanthropy as one of 7 Nonprofits to Watch in 2015, and as a Top-Rated Nonprofit from 2015 to 2018.

In 2015, we began internal work to advance race equity, which has resulted in shifts around how we approach our work. This work is ongoing and we updated our theory of change and strategies in 2019:

- *Support Individuals:* Includes the ProInspire Leadership Institute and Coaching for Impact programs that individuals can enroll in directly.
- *Strengthen Organizations:* Includes workshops we customize for organizations, leveraging our curriculum focused on leadership, management, and race equity. In addition, partnerships with foundations for capacity building programs (such as race equity cohorts for staff and Board).
- *Influence and Equip the Social Sector:* This includes the launch of Equity in the Center to provide resources and convenings around building a race equity culture. We also create and curate research, write, and speak on topics related to equity and leadership, including the development of a Competency Model for Social Impact with an equity lens (forthcoming in 2020).

Our Values

- *Equity:* In order to change systems and maximize social impact, we need leadership at all levels to champion equity first. We are committed to building an equity culture internally and aspire to make equity a non-negotiable core value of the social sector through our work.
- *Authenticity:* The best work happens when individuals can be their whole selves and operate at their learning edge. We work to build a culture that supports authenticity and growth. We hold ourselves accountable to our stakeholders, embrace wins & challenges in full transparency.
- *Collaboration:* We deliver the most progress towards our mission when we collaborate with each other and with our partners. We seek out diverse perspectives and incorporate them into our practice and decisions. We strive to be a respectful and fair partner to our stakeholders.
- *Courage:* It takes courage to reimagine leadership at all levels and disrupt systems that perpetuate inequity. We ask questions to challenge the status quo and engage with our stakeholders. We acknowledge our limitations with humility, and we fail forward through a process of continuous learning.