

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 racially 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 driving our work supporting organizations with advancing race equity and leadership. The Manager will work on a portfolio of training programs, consulting services, open enrollment programs, and communities of practice for nonprofit organizations and foundations.

This role will report to a Director on our team and will work closely with staff based across the country, as well as ProInspire partners, funders, faculty, and consultants.

Example projects include:

- Managing preparation meetings and logistics for a comprehensive organizational change journey that includes work with client leadership, staff, and small teams
- Developing project plans, managing communication and timelines for an inclusive manager training series with multiple cohorts
- Launching and supporting a foundation-sponsored program, such as a community of practice for senior leaders of color
- Developing internal processes to streamline operations and improve collaboration among staff

Manager candidates will have experience managing multiple projects at once and maintaining effective relationships with key stakeholders, including clients/participants, consultants and staff. In addition, Managers will have experience adjusting plans as new learnings cause project priorities to shift.

Responsibilities

The Manager will focus on:

Client Projects (75%)

- 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 documentation, 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 client-ready deliverables for programs, including agendas, workbooks, presentations and other materials
- **Implementation**: Support implementation of programs and services, including logistics, participant experience, technology, facilitator support, and program evaluation

Internal Projects (10%)

- **Improve Processes**: Leverage project management skills to design new processes to support greater operational efficiency for staff and yield a better experience for clients/participants
- **Identify and Implement New Tools**: Design and implement roll out of tools to support collaboration among the team
- **Accountability**: Work with internal team to support organizational goals

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 3+ years of work experience, including experience managing projects from end to end, with attention to detail;
- You have experience with meeting facilitation, training or consulting.
- You can manage virtual and digital facilitation tools, such as Jamboard, Menti, Zoom breakout rooms and others, as identified.
- You can juggle multiple projects at one time and plan out work accordingly.

- You are a relationship builder working with people at all levels in organizations.
- You are a strong written and verbal communicator, with experience preparing information that is communicated externally.
- 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.
- You are responsive, attending to relationships with clients and your teammates.
- You are proactive in thinking through what is needed to achieve project goals.
- Bonus points if you have skills in using Salesforce, Asana and Slack.

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 leverage your strengths to deepen skills and to shape your own career path with support from colleagues.
- **Learning:** You will continuously be learning as you support your colleagues and 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.
- **Collaboration and Shared Responsibility:** You will have shared responsibility for implementation of specific projects and autonomy to figure out how to approach your work.

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 Manager ranges from \$60-70k.

Please note that our organization is currently undergoing a compensation study to assess equitable pay ranges and make any adjustments if needed.

Benefits: We have robust benefits including:

Focus on Wellbeing

- Unlimited PTO: Minimum 20 days expected, includes vacation, sick, mental health, family care, etc.
- Org-Wide Holidays and Digital Detox Windows: Total of 20 days (10 Holidays and 2 Detox Windows of 5 days each) to support everyone with fully disconnecting
- Flexible Work Schedules: Includes options for structuring work week/days, space for learning/collaboration
- Robust Health Benefits with 90% of individual premium covered
- Short-Term Disability/Long-Term Disability/Life Insurance
- Wellness Fund (with additional telework benefit for 2021)
- 401k Enrollment with organizational contribution
- Benchmarked Compensation with Annual Opportunities for Increases

Support to Do Jobs Well and Grow

- Professional Development Fund: \$1,000/FTE/year
- Laptop Reimbursement Fund
- Access to/Participation in Trainings and Conferences
- Opportunity to Engage in Projects Aligned to Personal/Professional Goals

Travel: Work travel may be required for delivering programs, conferences, and meetings when that is safe. We expect, on average, 1-2 trips per month. There are also occasional events during non-standard business hours.

Start Date: The ideal start date is September 2021, with some flexibility

Location: This is a remote position, employees work from home and we have a budget to support shared office space as needed. We expect regular in-person team gatherings starting in 2022 (bi-monthly or quarterly) to support in-person teamwork and collaboration.

How to Apply

We encourage you to visit our [website](#) and apply by July 1. We are especially excited about applications from people who understand the challenges of inequities in the social sector workplace, including people of color, LGBTQ+, 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, socioeconomic status 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.