



Job title	PROGRAM MANAGER, PRINCE GEORGE’S COUNTY
Reports to	DIRECTOR OF PROGRAMS AND EVALUATION

ABOUT FAIR CHANCE

Fair Chance envisions world where every child succeeds.

We strengthen the sustainability and performance of community-based nonprofits to achieve **life-changing results** for children and youth experiencing poverty. We select nonprofits ready to take their leadership and organizations to the next level and provide them with a customized 6-24 month work plan aimed at strengthening the nonprofit’s impact, sustainability, and success—free of charge.

Since 2002, Fair Chance has partnered with over **120 nonprofits**, tackling issues from job readiness to health, literacy to homelessness. Together, we’ve reached more than **100,000 children youth and families and are laying the groundwork for deepening programmatic impact and geographic expansion.**

For more information, please visit www.fairchancedc.org.

PROGRAM AND POSITION OVERVIEW

Fair Chance recently started working with nonprofits in Prince George’s County, MD in partnership with Venture Philanthropy Partners (VPP), through a grant from the County Council. We are currently working with a total of eight nonprofits in two three-year cohorts and are about to select a third cohort to begin a three-year partnership in early 2020. The work in Prince George’s County is a replication of the same unique and proven partnership model Fair Chance has been delivering in Washington, DC with minor customization for the particular needs of the County and for our collaboration with VPP.

The Program Manager oversees the implementation of our work in Prince George’s County and is responsible for selecting, developing, coordinating, and directing the work of 3—5 Capacity Building Specialists and a Program Associate. The Program Manager serves as a mentor and model of Fair Chance’s values through building trusting, respectful and reciprocal relationships with community-based nonprofit leaders and staff. The Program Manager also leads the process for selecting nonprofits into the cohorts, meets regularly with VPP staff on contract deliverables, ensures attainment of milestones and program goals, and interfaces with community leaders in the County. This position reports to the Director of Programs and Evaluation and is a 3-year position with the possibility of extension, pending performance and funding.

DUTIES AND RESPONSIBILITIES

Program Management

- Lead the Capacity Building Team in their efforts to achieve the best possible results for nonprofit partners and to implement the *Fair Chance* capacity building approach in Prince George’s County with fidelity and quality.
 - Lead the nonprofit proposal review and selection process, with input from VPP and Fair Chance staff, for subsequent cohorts of the *Ready for Work* Nonprofit Capacity Building Program. Cohort 3 selection occurs in Fall/Winter 2019.

- Oversee the provision of targeted capacity building assistance based on an assessment of nonprofit need.
- Support Capacity Building Specialists to establish annual performance milestones in partnership with each nonprofit to measure and support their growth.
- Design and facilitate, with Capacity Building Specialists, cohort orientations, workshops and trainings for the selected Prince George's nonprofits.
- Maintain all programmatic records, partner files, and agreements.
- Conduct regular check-ins with executive directors for feedback on partnership work.
- Coach and train Capacity Building Specialists on how to implement the Fair Chance capacity building approach.
 - Train staff to facilitate cohort orientations, workshops and trainings.
 - Lead the team in regular planning, implementation and status update meetings.
 - Support Capacity Building Specialists to regularly engage executive directors, and at times board members and program staff, to problem solve common challenges, share learnings and work together to deepen their knowledge and understanding of nonprofit management best practices.
- Create systems, programs, and relationships to build a Fair Chance legacy in the County, whether the program continues with funding or formally ends at some point after three years.
 - Participate in strategic conversations around building relationships in Prince George's County and other regional areas.
 - Develop implementation plan of services designed to engage Prince George's Program alumni and support their ongoing sustainability.
 - Provide co-leadership with the Director of Programs and VPP for the creation and execution of a celebration event for graduating nonprofit partners.

Compliance, Monitoring and Evaluation

- Responsible for compliance with all contract requirements and for raising any issues that might need to be addressed with Fair Chance leadership.
- Ensure all staff compliance with Program budget and keeping of accurate records by Cohort for quarterly reports.
- Work with Fair Chance and VPP staff to develop annual cohort-wide programmatic milestones
- Support the Research and Evaluation Specialist in collecting data for program evaluation and improvement.
- Create formal reports, with the Director of Programs and the Research and Evaluation Specialist, and analyze progress toward expected milestones for quarterly reporting meetings with VPP.
- Communicate with VPP staff monthly, focusing on the issues and challenges involved in achieving the milestones and how VPP can best assist.
- Ensure data is collected for pre-and post-assessments and maintain up-to-date and accurate documentation of nonprofit work to ensure all reporting requirements are met.
- Consider viability of administering the Fair Chance post-partnership and alumni survey with Prince George's County partners.

Strengthen the overall performance of Fair Chance through knowledge sharing and by participating in team-based projects.

- Share experiences and resources related to recruiting, training and managing capacity building staff with other program managers.
- Contribute to Fair Chance's capacity building resources by researching, enhancing and adding to the knowledge base and tools in each competency area.

- Develop and prepare community-based nonprofit stories and information as requested for Fair Chance’s communications and development needs.
- Represent Fair Chance and build visibility with community residents, community leaders and other nonprofits.
- Participate in internal meetings for organization-wide learning and planning, inter-program sharing of accomplishments and challenges, and operations discussions.

QUALIFICATIONS

The Program Manager will be highly energetic, with a track record of achievement in previous management roles in nonprofit organizations, a commitment to youth development and a demonstrated understanding of and commitment to community-based organizations in Prince George’s County.

- Minimum of 6 years of experience in program management, supervision of high-performing staff and program evaluation in the nonprofit sector.
- Experiencing designing and facilitating workshops and trainings.
- Bachelor’s degree required, advanced degree preferred.

DESIRED COMPETENCIES

- Understanding of performance management outcomes, capacity building activities and capabilities needed to achieve them.
- Ability to think strategically with a view toward the future, engage in appropriate decision-making, and design and monitor effective processes.
- Strong organizational and time management skills with exceptional attention to detail.
- Understanding of race and equity, an awareness of one’s own biases, and the ability to bring that understanding and awareness to the work of Fair Chance.
- Ability to inspire trust and confidence with a diverse range of stakeholders including staff, partner organizations, and community leaders.
- Experience with curriculum development especially around board development; program design, implementation and evaluation; fundraising; human resources; financial management; communications; and planning and strategy.
- Exceptional relationship-building, listening, coaching, and interpersonal skills.
- Collaborative and team-oriented working style.
- Humility, wisdom and strength of character.
- Flexible, energetic, positive, and passionate about Fair Chance’s mission is essential.

SALARY AND COMPENSATION

The salary range for this position is \$80,000 - \$100,000 with a generous benefits package.

Fair Chance is an Equal Opportunity Employer. We value diversity—we are and want to continue to be people of multiple ethnicities, identities, perspectives, and life experiences. We believe and respect how this strengthens our work. Therefore, we are seeking qualified candidates from all backgrounds who believe in our mission and align with our values.

HOW TO APPLY

Please submit a cover letter and resume by clicking [here](#). The position will be open until filled.