



Job Title: Program Manager, Institute for Nonprofit Excellence

Job Location: Memphis, Tennessee

MMI Overview:

Memphis Music Initiative (MMI) invests in youth, local communities and Memphis’ musical legacy by broadening and strengthening existing music engagement offerings in and out of schools and supporting youth-centered, community-based music programs. Our approach is three tiered. Through various investment strategies, MMI seeks to: 1) sustain existing in- school music engagement, and expand instruction through partnerships with local musicians; 2) expand high-quality, out-of-school programs to reach more youth and remove barriers to youth engagement and participation; 3) support organizations that are providing music engagement enhance their sustainability and scale high quality programming. From gospel to rock, soul to country, hip-hop to classical, the Memphis Music Initiative supports all forms of musical expression that have created a powerful musical legacy and tradition in Memphis. Find out more about MMI at <http://memphismusicinitiative.org>.

Job Description:

MMI is seeking an experienced program manager or former philanthropic program officer to lead MMI’s Institute for Nonprofit Excellence, a technical assistance program designed to support the infrastructural development of MMI grantees, through its pilot year and beyond. MMI is committed to enhancing both the programmatic strength and sustainability of key music engagement nonprofits in Memphis. Our approach allows us to *meet organizations where they are* by offering a variety of customized interventions to take their strategy, operations and programming to the next level. The Program Manager is able to think outside the box of traditional grantmaking organizations and will drive the day-to-day functions of the Institute, keeping close ties with MMI’s core values.

The ideal candidate has a firm understanding of nonprofit organizations and is able evaluate nonprofit organizations for excellence and sustainability across all functions. This person must be familiar with nonprofit organizational structures, programs, finances, marketing/communications, governance, and general best practices to be able to discuss nonprofit strategy and operations

with MMI's grantees. The Program Manager will take a hands on approach in developing prescribed support packages unique to each grantee's needs. The Program Manager will also support and implement learning opportunities through the Institute for MMI grantees. The right candidate will thrive in a culture that understands unrelenting advocacy for poor black and Latino youth.

This role will report to MMI's Director of Grantmaking and Capacity Building. This position is based in Memphis, TN.

Key responsibilities:

• **Support MMI's Institute for Nonprofit Excellence**

○ Administer and oversee Institute offerings at its various stages; monitor the quality of Institute programs, and lead efforts to assure the effectiveness and efficiency of services; manage Institute consultants and other professionals required for the success of the Institute

• **Establish collaborative engagement with MMIs core grantees**

○ Design and administer prescriptive interventions for grantee capacity building; engage grantees on a one-on-one level to ensure success of the Institute and MMIs investments; develop relationship of trust and open communication with grantees; promote collaboration, and best practices among Institute participants

• **Assist in the development of Institute for Nonprofit Excellence**

○ Evaluate success of Institute after completion of each cycle; develop and

implement new modules and services based on need and findings from evaluation

• **Collaborate with Director to develop the strategic vision for MMI programs**

○ Communicate effectively with members of MMI's leadership team to advance the goals of the Institute; assist in the refinement of MMI's grantmaking infrastructure to meet the needs of the Institute

• **Monitor cash grants for Institute grantees**

○ Review grant requests, and evaluate asks based on organizations' current standing and participation in the Institute; ensure grant agreements are met with high quality; oversee cash disbursements to Institute participants; ensure grant fund administration per MMIs internal guidelines; provide regular updates to the Director of Grantmaking and Capacity Building

Qualifications:

- Bachelor's degree in related field

- Minimum five years' experience working for at least two nonprofits, philanthropic, or nonprofit consulting organizations in a program officer, or program management role

Required Competencies:

- Outstanding verbal and written communication skills
- Excellent planning and organizational skills
- Comfortable working with people from diverse backgrounds
- Ability to work collaboratively and cooperatively with peers, and with other organizations and entities
- Ability to appropriately manage consultant and facilitator relationships
- Passion and vision in regard to creating stronger communities through the arts
- Deep understanding of nonprofit organizational infrastructures
- Experience working with low income communities of color
- Passion for equity and access
- Grantmaking experience may be helpful, but not required

Preferred Professional Experience

- Experience advising nonprofits across functions, for example as a consultant to nonprofits, an internal operations/strategy director, or a nonprofit consortium advisor
- Experience working to diagnose business challenges and developing solutions
- Experience influencing partners or clients to action even without direct authority
- Experience overseeing a change management cycle within a business environment, when leaders must change their behavior and/or internal culture must change to achieve a desired outcome

To apply:

To apply, please send a resume and thoughtful cover letter outlining your interest, experience, and potential fit for the role addressed to MMI Selection Committee via programmanager@MemphisIsMusic.org. We will begin reviewing applications on February 1st, but we will continue to accept applications until the position is filled.

The Memphis Music Initiative is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Employees are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.