



Job Title: Program Manager, Community Music Programs Grants

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. 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>.

Program Manager Role:

The Program Manager will work closely with MMI grantees to assess need and prescribe the appropriate level of funding and/or other support to grantee organizations in Memphis. The Program Manager for Community Music Programs Grants will provide grants to youth organizations that serve predominantly poor black and Latino youth in Memphis. The Program Manager will review submissions, interview potential grantees, conduct site visits, assess program quality, work with grantees to enhance programs and expand goals, and distribute grants to organizations growing their music engagement offerings. The ideal candidate possesses the ability to grow partners and help organizations find ways to create high quality programs, as opposed to only rewarding programs that have achieved high quality, making MMI’s approach different from the customary grantee/foundation role.

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 operations and programming to the next level. MMI is strengthening its focus on creating a larger cohort of advocates who can expand quality programming across the city, resulting in stronger music stewards for the future. The Community Music Programs Program Manager will direct MMI’s resources towards the development of best practices while remaining client oriented, and allowing grantees to hold true

to their mission and organizational goals. The Program Manager will take a hands on approach to the monitoring of grant, and will provide in-depth knowledge and critical information to members of the MMI senior leadership team.

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

Key responsibilities:

- **Oversee and administer community music programs grants and support**
 - Develop and maintain a strong relationship with youth based community organizations with music programming; facilitate proposal development per MMI's internal processes; review grant application and determine alignment with MMI's giving priorities; monitor and report on grant outcomes; coach and advise grantee partners towards the promotion of best practices

- **Establish partnership approach to community music programs grants**
 - Ensure grantmaking programs are of the highest quality and meet the changing needs grantee organizations; use personal insights and grantee feedback to refine processes towards better serving grantee organizations; develop replicable programming that promotes best practices across organizations in Memphis; remain well informed of current research, activities, and trends in the issues addressed by grantees

- **Support the development of emerging organizations committed to the providing youth development opportunities through the use of music**
 - Provide grants and other MMI offerings that bolster an organizations capacity to serve Memphis youth based organizations; identify and provide prescriptive support for organizational infrastructure development through cash grants and in-kind donations

- **Evaluate grantmaking and make recommendations to improve program**
 - Collaborate with senior team to refine goals for community music programs grant giving; monitor points of alignment between community music programs and other connections points throughout MMI; monitor grantee successes and determine when community music organizations may be able to graduate to other types of MMI interventions; collaborate with MMI staff towards the development and implementation of adequate monitoring and evaluations systems

Required Competencies:

- Excellent written and oral communication skills
- Exceptional collaborative and community outreach skills
- Excellent project and/or portfolio management skills
- Ability to perform well in non-traditional grantmaking environments

- Ability to work effectively in a team-oriented environment, while maintaining the ability to work independently in varied activities and projects
- Ability to work with organizations across a wide range of nonprofit lifecycles

Qualifications:

- Bachelor's degree in related field
- Minimum five years' experience working for philanthropic, or nonprofit consulting organizations in a program officer, or program management role
- Previous grantmaking experience helpful
- Experience working with low income communities of color
- Passionate about equity and access

Preferred Professional Experience

- Experience supporting small to mid-size nonprofits or businesses through incubation/growth programs towards reaching more clients, and enhancing program quality
- Experience building honest relationships with partners, and encouraging partners to share both successes and challenges as a means of finding better solutions
- Experience evaluating pilot programs and delivering strong, critical feedback to stakeholders in service of improving the program
- Experience with nonprofit program evaluation, demonstrating patience and meticulousness to analyze all aspects of nonprofit program delivery

To apply:

Please submit a resume and cover letter to the attention of the Program Manager Community Music Program Grants Search Committee to manager@memphisismusic.org. Please note that the Program Manager must be based in our Memphis office. If you are interested in both Program Manager positions MMI has available, please state your interest in both positions in your cover letter.