



## Associate Program Director

Status: Full-Time with benefits

Reports to: Program Director

### Position Overview

The Associate Program Director works with Mission Triangle's Program Director to develop resources and train and support nonprofits. The position ensures successful delivery of Mission Triangle assessment, training, and implementing programs and cultivates a growing nonprofit community.

### Duties and Responsibilities

- **Cultivate the nonprofit community Mission Triangle (MT) serves**
  - Represent MT at key community nonprofit functions
  - Ensure MT serves the community in an equitable and diverse manner
  - Build relationships with nonprofit leaders and their boards
  - Maintain relationships and grow MT member organizations
  - Ensure annual portal updates are complete
  - Serve as point of contact for inbound inquiries from nonprofits. Determine appropriate follow up, answer questions, and cultivate initial relationship
  - Re-engage past nonprofit leaders
- **Assist the Program Director in developing resources & tools for MT programs**
  - Curriculum for MT's 6 Core Competencies
  - Develop tools and resources to support continual learning with the Digital Learning Community. Lead online conversations, blogs, create an online community (future)
  - Utilize Salesforce
- **Training support: plan and coordinate training events (workshops, small groups, cohorts, etc.)**
  - Recruit ministries & nonprofits to engage in MT trainings
  - Participate in the on-ramp for less formal nonprofits
  - Support the various delivery channels to accomplish training goals and serve the nonprofits (example: live, virtual, webinars)
  - Develop a team of champions to assist with training logistics
  - Manage registrations and attendee communication
  - Ensure attendance & engagement metrics are tracked & reported
  - Support efforts to create training materials (powerpoint slides, etc.)
  - Manage the annual calendar of training program and logistics
  - Cultivate relationships with training host sites
- **Assessments**
  - Work to establish the assessments as a valued tool for all of the nonprofit community



- Ensure the assessments, curriculum, coaching and growth plans lead to documented health for individual nonprofits and collectively for Mission Triangle's outcome and impact measures
- **Training delivery**
  - Lead / participate in workshop trainings and small groups
  - Lead small group cohort of nonprofit leaders
- **Coaching/Consulting**
  - Participate in coaching/consulting of nonprofit clients
  - Lead with the NP Growth Plan and document progress toward health and sustainability
  - Establish a competency area of expertise / niche for consulting
  - Lead initial BHA assessment review and prioritization

## Qualifications

The Associate Program Director must be a follower of Jesus Christ. He/she must also be committed to growing as a nonprofit leader, learner, teacher, and coach. In addition, the following qualifications are desired in this role:

- Agreement with the MT statement of faith, values, and core beliefs
- Working knowledge of online database system(s)
- Proficient in Microsoft Office (Word, Excel, etc.)
- Detail oriented
- Nonprofit experience
- Teaching/training experience (coaching / consulting experience a plus)
- Proven communicator
- Nonprofit experience
- Comfortable with people of different socioeconomic and cultural backgrounds
- 4-year degree

## Compensation

Competitive compensation commensurate with experience and a generous benefits package

## Working conditions

The Associate Director of Programs is expected to work an average of 45-50 hours per week. The job is predominantly office-based, especially during core office hours Monday-Friday 9am-5pm. Activities/events may require occasional evening, early morning or possible weekend work. Employee will need to be able to periodically lift 25-pound objects.