



Training Program Manager Position

Propel Nonprofits was created as the result of the merger of Nonprofits Assistance Fund and MAP for Nonprofits. The mission of Propel Nonprofits is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. This mission is in service to a vision of a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community.

Through the training program, Propel Nonprofits offers 100 - 150 workshops and webinars annually on financial, governance, and strategic topics for groups of learners including staff and board members of nonprofits with a wide range of backgrounds, years of experience, and learning styles.

Training Program Manager

Classification: Full-time, Exempt

Reports to: Senior Program Director

The Training Program Manager will plan, coordinate, and manage the creation and delivery of high quality, responsive nonprofit finance and governance training activities to support the programs and strategic goals of the organization. The role is highly collaborative with program teams and leadership of the organization.

Duties and Responsibilities

- Partner with program managers and directors to identify the role of training and learning activities to achieve goals.
- Plan and coordinate instructional design and curriculum development, working with internal content experts to achieve learning objectives.
- Maintain oversight of the quality and consistency of curriculum and materials for training events.
- Participate as a member of staff faculty for training, when appropriate.
- Coordinate planning and development of print and online resources and tools to supplement training workshops and for self-study.
- Manage the online library of resources and tools to support learning goals and meet client priorities.
- Plan and implement professional development activities to enhance skills of staff trainers.
- Manage the scheduling, logistical planning, and preparation for training activities, including workshops, webinars, and conferences, with the support of the Program Coordinator.

- Maintain external relationships with training partners in the community.
- Partner with the Marketing Manager to communicate training programs and promote registration and participation.
- Evaluate training activities regularly and complete an annual assessment of the results of the training program.
- Participate in organizational planning and budgeting process and manage the program budget.

Qualifications

- At least three years of experience in at least one area directly relevant to the position: training management, nonprofit management, or nonprofit consulting.
- Previous training experience and knowledge of instructional design and experience teaching adults is highly desirable.
- Bachelor's degree required.
- Broad-based knowledge of nonprofits, excellent communications and organizational skills, and a commitment to building strong relationships.
- Love for learning and curiosity about emerging issues and research affecting nonprofit organizations.
- Sense of humor and appreciation of colleagues.

Candidates must be proficient with technology and be able to travel independently around the Twin Cities and the state of Minnesota.

Compensation

Propel Nonprofits offers an energetic and entrepreneurial work environment in Minneapolis and an opportunity to be an integral part of this growing organization. Propel Nonprofits is an equal opportunity employer

- Salary: \$55,000-65,000
- Benefits include a generous and comprehensive benefits package – health and dental benefits, retirement benefits, paid time off, and more.

Interested candidates should send a cover letter and resume by November 20, 2017, to Mary Nehring, Assistant to the President, at mnehring@propelnonprofits.org

Propel Nonprofits

Primary goals, major programs, and services

1. Consulting and Technical Assistance (TA): Helps nonprofits understand their financial and organizational situation, identify tools to address or support those issues, and develop and implement a plan of action for the near and long-term future. With the merger with MAP, a full range of consulting is also offered, including strategic and business planning, support for exploration and completion of mergers and other strategic partnerships, board development, and comprehensive capacity building programs.

2. Training: The training program offers 100 - 150 workshops and webinars annually on financial, governance, leadership, and strategic topics including social enterprise. Many nonprofit managers and leaders do not have formal business or management education and are seeking practical training that can be applied right away.

3. Lending: Propel Nonprofits is a federally certified Community Development Financial Institution (CDFI) offering loans to nonprofit organizations in Minnesota and adjacent communities to expand programs and services, bridge cash flow gaps, and purchase and renovate buildings. The \$20 million loan portfolio includes loans to nonprofits in health care, housing, arts & culture, education, human services, environment, civic and community development, and social enterprises.

4. Accounting and Finance: Our staff of experienced accountants provides ongoing hands-on accounting, financial systems review and development, finance oversight, and other financial management support for 150 nonprofits.

5. Fiscal Sponsorship: This new program provides a path for emerging nonprofits, social innovators, and collaborations and other limited time projects to receive financial and management support as they carry out their mission, explore options and opportunities, and determine their future structure.

6. Incorporation Services. Propel Nonprofits assists groups of individuals through the process of incorporating as a nonprofit corporation and applying for recognition by the IRS.