



Position: Assistant Program Manager

DESCRIPTION

About Compass

Compass is a nonprofit that inspires business professionals to engage with their local nonprofits to transform communities. Compass volunteer teams strengthen nonprofits in Greater Philadelphia, Washington, D.C. and Chicago. Compass operates like a management consulting firm, engaging business professionals on consulting projects for local nonprofits. Compass recruits professionals from top tier consulting firms, law firms and corporations, as well as the MBA alumni clubs of the top business schools. In 2018-19, Compass recruited over 500 business professionals to work with 80 nonprofits across the three cities. In addition, Compass offers a program called On Board that places business people onto the boards of local nonprofits, and then trains the participants.

Position Summary

Compass is seeking an Assistant Program Manager to work twenty hours per week as part of a team that supports Compass' consulting program in Philadelphia. This position will also work occasionally—by virtual means—with staff in the Washington, D.C. office.

Position Duties and Responsibilities

Located in the Philadelphia office, this twenty hour per week position reports to the Compass Philadelphia Program Manager and will also work closely with the Philadelphia Executive Director, rounding out the team of three individuals in this office. The position requires a mix of communications skills combined with analytical support and data management. Candidates should be interested in business and nonprofits, and how the two intersect. There is potential to work from home and in-office.

Tasks will include the following:

Program

- Manage all processes related to recruiting and supporting business professionals and nonprofit clients
- Event management tasks including creating event invitations, tracking attendance, and coordinating night-of event details
- Coordinate quarterly Compass board meeting details
- Interact with volunteers and clients to answer questions, and follow-up on activities
- Provide support for trainings and other program events
- Update online knowledge management database
- Assist with creation and analysis of client and volunteer surveys
- Represent Compass at volunteer fairs and other events as needed

Communications

- Support social media efforts and external communications
- Update the Compass website
- Manage distribution of Compass Philadelphia's quarterly electronic newsletter
- Compile information for marketing materials and annual report

Data Management

- Manage collection, organization and analysis of survey data in SurveyMonkey
- Ensure volunteer and client information is updated in Salesforce database
- Maintain email list in Constant Contact

Administrative/Other

- Assist with office administrative tasks as needed

Qualifications

Bachelor's Degree required. He or she will have an interest in consulting, as well as the nonprofit sector. Interest in the use of technology and data management in operations a plus. This position requires the ability to work in a fast-paced environment. The best candidates must have strong communications skills, both written and verbal, and the ability to represent Compass among the business and nonprofit communities. Other qualifications include:

- An energetic and enthusiastic person who has the capacity to manage multiple, ongoing projects in a fast-paced environment
- Ability to exercise good judgment, and quickly identify and resolve problems with minimal supervision
- Highly organized and detail-oriented, with ability to anticipate organizational needs
- Ability to work independently, but also collaborate in a small team
- High proficiency in Excel, Power Point and Word, including mail merges
- Tech savvy, with an ability to work in a Mac environment
- Must be flexible, willing to wear multiple hats, and able to manage up especially with regard to communicating with senior managers
- Available to attend occasional evening events
- Experience with Constant Contact, SurveyMonkey, and/or Salesforce, a plus

HOW TO APPLY

Please send cover letter and resume to Ms. Tricia Handza at thandza@compassphilly.org with Subject Line "Assistant Program Manager." Applications will be reviewed on a rolling basis.