PROGRAM MANAGER
Part-Time Position
Greater Washington
(Part-time: 20 hours/week)

About Compass

Compass taps for-profit business expertise to help nonprofits thrive. Compass is a nonprofit organization that has provided over $50 million in pro bono consulting services to nonprofits in three cities, utilizing volunteers from top-tier companies in our local business communities, as well as other business professionals including attorneys and MBA alumni. Compass launched in D.C. in 2001, and has since expanded to Philadelphia and Chicago with plans to grow nationally.

Mission

Compass' mission is to inspire business professionals to engage with their local nonprofits to transform communities.

Position Overview

Compass is seeking a dynamic and committed professional to support the consulting program in Greater Washington. Reporting to the Executive Director of Greater Washington, the Program Manager is responsible for helping to manage all aspects of the pro bono consulting projects, building relationships with local volunteers, companies, and nonprofit clients. One Assistant Program Manager provides administrative support to this position and the Executive Director.

Specific Responsibilities

- Support the full lifecycle of each Compass program year including recruiting and training nonprofit clients and volunteers, supporting projects underway, and wrapping up each project cycle
- Establish and manage relationships with local nonprofit leaders
- Establish and manage relationships with local companies to support volunteer recruitment
- Establish and cultivate relationships with business school clubs and other organizations providing access to prospective volunteers
- Drive efforts to increase diversity in all aspects of Compass' consulting program
- Work closely with communications staff to ensure quality and consistency in all communications
- Promote Compass through a variety of networking and social media activities
- Support planning and execution of events, including volunteer and client trainings, orientations, gatherings, celebrations, etc., including securing event spaces, coordinating with site contacts and caterers (when we return to in-person activities)

- As needed, work with Assistant Program Manager on Salesforce data base, technology to support teams, knowledge management initiatives, evaluation systems, and process improvements

Qualifications

Bachelor's Degree required; MBA from top business school and/or consulting experience a plus. The ideal candidate will have some exposure to the nonprofit sector. This position requires the ability to work independently in a fast-paced environment. S/he must have the ability to represent Compass with business and nonprofit professionals.

- Excellent verbal communication skills, as well as strong ability to write clearly, effectively and persuasively
- Ability to proactively contact prospects and cultivate Compass involvement
- Demonstrated ability to think strategically when identifying opportunities or addressing challenges
- Highly developed interpersonal, networking, and relationship-building skills
- Self-starter with great initiative who is able to work independently, but also collaboratively
- Highly organized with ability to pay extraordinary attention to detail
- Strong presentation skills
- Experience with Compass program not required, but definitely a plus
- Ability to accommodate occasional evening events (when program returns to in-person activities)
- Familiarity or comfort with database management, specifically Salesforce, a plus
- Creativity and sense of humor required
- Excited by opportunity to be part of a growing organization making a significant impact on the social sector

Compensation

Compensation for this part-time role will be between $35,000 and $40,000 depending on experience.

How to Apply

Please send cover letter and resume to Suzanne Laporte, Compass President, at slaporte@compassdc.org by September 15 with the Subject: Program Manager.

Applications will be reviewed on a rolling basis. The position will begin immediately.