Program Coordinator

About the Institute for Nonprofit Practice

The Institute for Nonprofit Practice (INP) works to ensure that the nation’s most promising nonprofit, public sector, and social impact leaders have the skills, knowledge, networks, and confidence to effectively lead, advance justice, and build a more equitable future for all. INP offers a suite of resources and programming for leaders at all stages in their careers, including equity-focused management and leadership development, community convenings, network building, and robust alumni programming, all designed to build upon the knowledge, financial, and social capital of leaders who want to lead transformative work effectively.

An intentional and wide-reaching focus on diversity, equity, inclusion, and belonging is core to INP’s mission and is part of every aspect of the organization's work. At present, 70% of INP faculty, staff, and participants identify as BIPOC (Black, Indigenous, People of Color).

Behind INP’s award-winning programming to develop leaders and advance their organizational missions is an organizational culture that is thoughtful and attentive to its staff and faculty. A strong sense of community and values are key aspects of what make working at INP unique.

After nearly 15 years of success in the Northeast, INP has expanded to further meet the need and demand for equity-focused capacity building and leadership development across the country. With sites in the Northeast, Midwest, and West Coast, INP now serves over 6,500 social impact leaders from over 1,000 distinct organizations annually.

For more information on the Institute for Nonprofit Practice, visit www.nonprofitpractice.org.

Position Summary

The Program Coordinator will join INP’s team as we embark on an ambitious growth plan to dramatically increase impact and reach more leaders, organizations, and communities. Reporting to the Vice President of National Program Operations, the Program Coordinator will be responsible for supporting 3-4 cohorts of the Core Certificate Program and/or Community Fellows Program in distinct locations across the country. The Program Coordinator will support student engagement and program impact by building and maintaining strong relationships with students, and serve as a visible ambassador, connector, and relationship-builder with diverse stakeholders. This position will serve as the main point
of contact for students, support faculty with technical support and Zoom “hosting” of virtual sessions, and
support the recruitment and enrollment of new students. Excellent project management skills, a
willingness to take initiative, and a deep commitment to diversity, equity, inclusion, and belonging are
vital components of this role. This is a full-time, exempt position.

**Essential Functions**

- Serve as point of contact for day-to-day student and faculty needs for 3-4 cohorts of the Core Certificate Program and/or Community Fellows Program.
- Ensure all course materials and course information in our Learning Management System are correct and update as needed.
- Train students in our Learning Management System.
- Serve as the lead Zoom host for 1-2 cohorts, managing all technology and administrative tasks including taking attendance, creating breakout rooms, managing the chat, and providing tech support to students or faculty.
- As the lead Zoom host, ensure the Zoom host of the other cohorts in their portfolio is providing high quality support to students and faculty.
- Support the recruitment of students for a portfolio of programs by tracking candidate communication, assisting with virtual informational sessions, scheduling and supporting candidate interviews, reviewing applications and preparing admissions notifications.
- Support all processes related to student enrollment including tracking completion of the enrollment form, preparation of program launch communications, and student registration.

**Additional Responsibilities**

- Attend meetings as directed (e.g. weekly Program Team Operations Meeting) to ensure alignment and consistency across programs and geographic locations.
- Oversee the accurate and timely collection of student and program data.
- Partner with local or national colleagues on specific projects where there is strong alignment with professional goals or experience.
- Other duties as assigned.

**Skills and Qualifications**

- Authentic passion for INP’s mission and desire to foster practices incorporating diversity, equity, inclusion, and belonging.
- 2-3 years of professional experience in a nonprofit organization. Prior program experience preferred.
- Exceptional organization and project management skills required coupled with an established track record of meeting deadlines in a professional environment.
- Superior interpersonal, writing, and communication skills.
- Strong organizational, multitasking, and problem-solving skills with the ability to work independently as well as part of a team.
- Strong computer skills within Google Workspace and Office 365 environments with the ability to learn new software applications.
● Occasional travel to attend meetings and support in person events as needed.

* The above is intended to describe the general content and requirements of work being performed by people assigned to this classification. It is not intended to be an exhaustive statement of all duties, responsibilities, or skills required of personnel so classified.

**Compensation and Benefits**

INP offers a competitive salary for all staff positions. The exact salary that will be offered to the Program Coordinator will be determined based on a consideration of the successful candidate’s skills, experience, and geography and aligned with INP’s compensation policies. *Salary Range: $48,000-$58,000*

The Institute for Nonprofit Practice offers an attractive benefits package including health, dental, and vision coverage and a retirement savings 401(k) plan. In addition, and at present, we offer 15 days of paid vacation for new team members, ten paid holidays, a winter holiday break for all employees, professional development opportunities, and more.

The Institute for Nonprofit Practice is a Compact Signer for the 100% Talent Compact, which is administered by the Boston Women’s Workforce Council, a unique public-private partnership between the Boston Mayor’s Office and Greater Boston employers dedicated to eliminating the gender and racial wealth gap. We are proud to be part of this first-in-the-nation approach to reaching pay equity for women and people of color across our region.

**Physical Requirements**

Currently, the Institute for Nonprofit Practice team is working remotely based out of an abundance of caution for the health and safety of our community. We plan to reopen our offices in the spring of 2022. Following the office opening, this position would allow for a flexible remote working arrangement.

**To Apply**

Our hiring process aims to open this opportunity to the most diverse group of applicants possible while also increasing transparency to candidates and mitigating bias in the decision-making process.

Please send resume and cover letter to *jobs@nonprofitpractice.org*. Materials may be addressed to Megan Bird, Vice President of National Program Operations. Please include “Application for Program Coordinator” in the subject line.

*The Institute for Nonprofit Practice is an equal opportunity employer fully committed to creating an environment and team that represents various backgrounds, perspectives, styles, and experiences. All are encouraged to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.*