



ACCESS  
EQUITY  
OPPORTUNITY

[info@acerinc.org](mailto:info@acerinc.org)

763-657-7711

6800 78th Avenue, Brooklyn Park, MN 55445

## **POSITION: PROGRAM MANAGER - Economic & Community Development Focus**

### **Organizational Culture**

In a transformative organization, ACER believes that the overall strategies should be owned by every single person in ACER. As such, it is the responsibility of all staff to understand the overall mission, vision and direction of the organization. One must be accountable to their own work and responsibilities, while supporting and coaching each other to produce high impactful and innovative strategies for the overall success of the organization. This means taking ownership of the organization as a whole. Which means that up to 20% of your role may include stepping up, taking charge, rolling up your sleeves and supporting other impact areas in the organization, understanding that organizing and transformational work must happen at all levels for justice to occur.

### **Position Overview**

ACER seeks an impactful Program Manager-ECD to oversee the strategic direction of all programs and services associated with a particular impact area. The Program Manager-ECD will lead the planning, execution, development, and evaluation of programs and services, ensuring programs and services are quality, community driven, equitable, and represent the multicultural communities of the people it represents. The Program Manager-ECD should be able to tell the stories of the community, collect qualitative and quantitative data to ensure the organization is making an impact on the community. Additionally, the Program Manager-ECD is responsible and accountable to all program outcomes and expectations as it relates to funders guidelines. This position reports directly to the Associates Director.

### **Position Information**

<b>Title:</b>	Program Manager (Economic and Community Development Focus)
<b>Supervisor:</b>	Associates Director
<b>Hours:</b>	40+ hours
<b>Location:</b>	6800 78 <sup>th</sup> Avenue N. Brooklyn Park, MN 55445
<b>Salary Range:</b>	\$57,000 - \$62,000

### **Job Responsibilities:**

#### Program Management

- Oversee the day-to-day operations of all programs and services initiatives related to the impact area
- Ongoing community assessment and engagement to develop programs and services as it relates to the needs of the community
- Build and cultivate relationships with community members as it relates to issues and concerns
- Identify issues and concerns that impact the community and be able to articulate these issues and concerns with leaders, funders, staff, and the community
- Support all organizing initiatives that impacts all areas of the organization and needs of the community
- Manage all events and activities pertaining to impact area
- Manage and develop all software and/or systems that store necessary client and community information
- Develop monthly and annual goals and hold team accountable to meeting program outcomes
- Develop monthly and annual program assessment and evaluation tools on impact and quality of programs and services
- Partner with the Executive Director, Associate Director, and the development team to create fundraising strategies to raise funds to support program initiatives
- Ensure that all grant outcomes are met based on funders expectations
- Complete all grant reports and applications as it relates to the day-to-day operations
- Budget Oversight: Develop, monitor, and manage budgets for all programs and services within the impact area, ensuring financial resources are used effectively to achieve program goals and meet funders' expectations.



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#### Engagement

- Foster a team culture built on trust, accountability, and engagement
- Collaborate with staff to plan, coordinate, and develop events, strategies, and community meetings
- Promote active engagement and participation across all team members
- Support cross-functional collaboration to ensure alignment on goals and initiatives
- Encourage an inclusive and transparent communication environment within the team

#### Organizational Transformational Culture

- In partnership with the Executive Director, Associate Director and other managers, develop overall organizational strategies to support the overall growth of the organization
- Support other directors in their areas of oversight
- Develop cross-program/departmental strategies to cultivate strong organizational directions
- Develop a balanced and engaged organizational culture among community, partners, and staff
- Build relationships with funders, community leaders, and governmental agencies on the overall goals and vision of the organization

#### Corporate Business Skills

- Leadership & Project Management: Ability to drive projects from inception to completion, ensuring on-time delivery while balancing organizational goals and community needs.
- Data-Driven Decision Making: Apply quantitative and qualitative data insights to shape program development, monitoring, and reporting, ensuring measurable outcomes and impact.
- Relationship Building & Management: Develop and manage relationships with vendors, including, government agencies, and community leaders.
- Strategic Fundraising & Grant Management: Work with leadership to devise and implement fundraising and partnership strategies to support program sustainability and growth.
- Operational Efficiency: Manage client and community data through CRM platforms and other technology solutions, ensuring streamlined program operations.
- Corporate Communication Skills: Exceptional verbal and written communication skills, including the ability to present complex ideas to diverse audiences.
- Budget Management: Oversee and manage program budgets, ensuring alignment with organizational goals, efficient resource allocation, and adherence to funding requirements.

#### **Job Qualifications**

- Bachelor's Degree is highly preferred. 5+ years of progressive non-profit leadership experience will make up for a Bachelor's Degree.
- Preference given to someone who speaks a second language
- 5+ years of experience working with diverse communities, especially with those in immigrant and refugee communities.
- 2-3 years of community organizer experience or the willingness to be trained.
- Corporate relationship management experience and proficiency with CRM Platforms.
- Candidate must have exceptional communication skills with high attention to detail
- Strong organizational and time management skills.
- Knowledge of the Microsoft Suite - Words, Excel, PowerPoint and Google Suite platform. Experience developing training manuals via Microsoft or Google Suite.
- Knowledge of CRM Platforms and managing corporate relationships.
- Ability to build and cultivate relationships.

**Please send resume and cover letter to Elizabeth at [EWright@acerinc.org](mailto:EWright@acerinc.org) with the following subject line: Your name-Program Manager (Economic and Community Development Focus)**