



MDC Position Description

Program Manager

MDC, a nonprofit in Durham, N.C., focused on expanding opportunity, reducing poverty, and promoting equity, particularly in the South, seeks a program manager to provide support and program management to the [Network for Southern Economic Mobility](#) (NSEM) and the [Healthy Places North Carolina](#) (HPNC) initiative. The goal of NSEM is to help accelerate systems change among a select group of communities across the South committed to expanding upward economic mobility for low-income youth and young adults. Through on-site coaching, expert programmatic technical assistance, and facilitated peer-learning, selected communities will deepen, accelerate, and align strategic investments that position youth and young adults who are furthest from opportunity for economic success. HPNC is focused on building the capacity of rural community colleges to implement health and wellness programming to influence healthy behaviors on campus and in their communities. This position will be based at MDC's offices in Durham, North Carolina. The Program Manager will report to a Senior Program Director.

The Program Manager will be an integral member of MDC's team, making critical contributions to its mission and goals. The position provides a tremendous opportunity to contribute to place-based systems change efforts designed to improve employment and education options for youth and young adults. It also offers a chance to see community networks and coalitions in action.

Principal responsibilities:

- **Project Management and Support:** The program manager will be involved in all stages of program work, including fostering and supporting the learning networks of NSEM and HPNC communities, developing project plans, scheduling meetings, and working with partners and stakeholders for both projects. The program manager will provide support to both internal meetings and external convenings, which includes preparing agendas, supporting documents, and PowerPoint presentations.
- **Partner Relationship Development:** The Program Manager will be an active member of MDC's staff and will work with community partners to assist in the implementation of programs and initiatives. Internally, the program manager will lead, contribute to, and participate in teams on cross-cutting initiatives as assigned by MDC leadership. Externally, the program manager will be called on to facilitate community-level discussions on mobility issues, community systems change, social determinants of health, sustainability, and policies that help families succeed. The program manager will coordinate relationships between and across the both NSEM and HPNC networks, fostering the collection and dissemination of best practices and peer support. The program manager will coordinate and facilitate peer-learning video conferences with NSEM sites.
- **Writing and Research:** The program manager will draft funding proposals and compliance reports, summaries of site work, and other materials as needed. The program manager will identify promising practices and capture lessons learned from NSEM and HPNC communities and engagements.

Qualifications:

The Program Manager should have at a minimum a BA or BS degree. A Master's degree in a relevant field is preferable, though work experience can substitute for a graduate degree in some cases. Knowledge of workforce and youth development a plus.

In addition, candidates must have:

- Excellent oral and written communication skills
- Capability to interact with and foster collaboration among a wide variety of individuals, including representatives of government agencies, community-based organizations, foundations, and community networks
- Excellent interpersonal skills and capacity to work in a team environment
- Experience managing a complex initiative, with multiple constituencies
- A commitment to creating equity across the South and the nation

MDC enjoys strong financial support from national and regional partners in private philanthropy, business, and government. Our operating principle is: Education + Work + Assets = the Pathway to Opportunity, and our strategy is to:

- Frame a progressive Southern agenda through presentation and dissemination of data and analysis in the State of the South report, blog, and website, and by hosting conferences at the regional, state, and local levels
- Organize leaders to create the will to act by helping them understand the Infrastructure of Opportunity and the ways communities can and are building them based on their unique situations
- Demonstrate promising solutions, often through creation of broad-based community partnerships
- Scale/Sustain what works by making systemic changes that strengthen the infrastructure of opportunity

MDC is proud to be an equal opportunity employer, and as an organization committed to diversity and equity it is our policy to provide an equal employment opportunity to all individuals without regard to age, color, race, religion, national origin, disability, military/veteran status, sex, gender, gender expression, sexual orientation, or status in any other group, protected by federal or local law or for any other reason. For more info about MDC, go to www.mdcinc.org. Send cover letter, a writing sample, and résumé to info@mdcinc.org. Please include "Program Manager" in the subject line.