Center for Nonprofit Excellence (CNE) is a 501(c)(3) organization whose mission is to strengthen nonprofits to realize the potential of our community. For more information, visit www.thecne.org.

Interested candidates must submit a cover letter and resume to jobs@thecne.org.

JOB DESCRIPTION: PATH Resource Center Manager
Full-Time/Part-Time: Full-Time (40 hours/week)
Benefits: Eligible
Supervisor: Director of Strategic Initiatives
Date Prepared: January 27, 2017

GENERAL SUMMARY
The Center Manager will be responsible for the strategic management and administration of the PATH Resource Center and CNE’s strategic partnership with the PATH Foundation.

SPECIFIC DUTIES AND RESPONSIBILITIES

Staff all aspects of the Center (45%):
- Cultivate and develop diverse, authentic, respectful, trusting relationships with nonprofits and key stakeholders.
- Develop and implement a strategy for maintaining regular nonprofit outreach and building relationships with local funders.
- Develop and implement a strategy for the Center’s short-term consulting service, including providing targeted support and relevant information and resources on request.
- Conduct on-site visits to learn about nonprofits in the community, identify opportunities for the nonprofits to connect with the Center and others in the region, and provide development assistance.
- Identify, curate, and document “best of” resources so that the right knowledge is provided to nonprofits.
- Promote and schedule Foundation Center tutorials.
- Represent the Center in the community, including speaking publicly for the organization when needed.
- Manage interns and provide project supervision.
- Work in concert with the Volunteer Services Manager to provide wraparound support for the Center.

Administrate Center programs (45%):
- Plan, market and coordinate trainers and facilitators for monthly training programs.
- Develop and implement strategies for cultivation and retention of trainers and facilitators.
- Identify and form a group of experienced nonprofit consultants who partner with the Center to help organizations solve problems and grow their effectiveness.
- Develop and implement a strategy for providing quality programs which would include:
  - Quarterly facilitated “best practice” sessions
  - Advanced program series
  - Conduct a needs assessment for future programming
Manage Center communications (10%):

- Conceptualize, plan and implement the Center's internal and external communications.
- Create and coordinate content for bi-monthly online newsletter and email campaigns to promote awareness about and participation in Center programs and activities.
- Provide ongoing content management of Center website.
- Coordinate website content and functionality to enhance programs.
- Coordinate social media for the Center to create momentum for and awareness of area nonprofits and Center programs and activities.
- Develop and monitor procedures to ensure that all printed and digital materials remain on-brand.

QUALIFICATIONS

- Bachelor's degree and at least 2-years of nonprofit management/leadership required; master's degree in relevant field preferred.
- Demonstrated ability to provide quality customer service and to lead and balance work with a variety of internal and external stakeholders.
- Program planning, implementation and evaluation experience preferred.
- Demonstrated ability with managing, facilitating and presenting to committees, trainings and groups.
- Highly organized, flexible and collaborative with an ability to prioritize and manage multiple tasks simultaneously.
- Excellent research and critical thinking skills, and attention to detail.
- Excellent written and oral communication skills, and positive, can-do attitude.
- Proficiency in Microsoft Office suite, including Excel and Power Point.
- Personal qualities of integrity, credibility and a commitment to CNE’s mission.

EQUAL OPPORTUNITY

CNE is an equal opportunity employer. Equal employment opportunity has been, and will continue to be a fundamental principle at CNE, where recruitment, hiring, training, and promotion is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristics as established by law.

Center for Nonprofit Excellence reserves the right to revise or change job duties as the need arises.