



Partner & Program Manager (Part-Time) Job Description

ORGANIZATION OVERVIEW

Powderhorn Park Neighborhood Association (PPNA) is a small-but-mighty community-centered organization. For over 45 years, its various programs, events, and services have continued to enliven the South Minneapolis community. PPNA's missional priorities aim to embrace diverse community voices, foster connections, and help build a healthy community by supporting advocacy efforts that call for adequate resources and equitable legislative change. The association also maintains partnerships with dozens of community-centered organizations, which help further the reach and impact of its work.

ROLE SUMMARY

The Partner & Program Manager (PPM) role helps establish, maintain, and innovate within two core pillars of work that PPNA leverages to advance its mission. This includes direct support and oversight of dozens of community-centered partnerships and several core programs. The PPM's engagement with partners varies by the nature of the partnership, which can include near-term collaborations and long-term coalition work regarding specific areas of advocacy focus, such as housing justice, holistic safety, and equitable development. At present, the association's Renter Support Fund (RSF) is the primary program that the PPM will coordinate and administer.

The PPM works closely with the association's Executive Director (ED) to designate the nature of a partnership based on the association's strategic priorities. This designation helps to guide and define the type of support and engagement a partnership receives, which is also influenced by staff capacity.

Given the importance of other key pillars of work, including communications and events, the PPM also engages with other staff partners in driving external communications regarding our partnerships and programs. The PPM joins other staff members in supporting day of execution needs for mid- and large-scale events that the association hosts.

CORE ACCOUNTABILITIES

Relationship Management

- Partner with ED on maintaining current designation of partnerships, collaborations, and coalitions.
- Establish and execute meetings and engagement with 2-3 partners a month.
- Provide a brief quarterly report on qualitative and quantitative elements of select partnerships.
- Develop and help maintain guidance, alongside ED, on how community members can aid core partnerships, i.e. volunteering, resource sharing, and fundraising.

Program Coordination

- Oversee the administration of core association programs (Renter Support Fund) according to their intent and design.
- Engage with program participants in a timely, professional, and accurate manner across all communications.
- Maintain operating procedures, which include the collection and filing of forms, that aid program evaluations.
- Ensure PPNA staff, board members, and program volunteers understand the central guidelines of each program.



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Narrative Construction

- Partner with Communication and Operations Director (COD) to curate and release content within PPNA channels that outline the objectives of select partnerships and summarize the impact of our key programs.
- Partner with Senior Event Manager (SEM) and ED on how to amplify select advocacy narratives within key annual events.
- Adhere to brand and organizational voice guidelines when constructing content for release across channels.

Resource Development

- Construct and maintain materials that facilitate the onboarding of volunteers for program and partner opportunities.
- Assist with identifying potential funding opportunities that can support specific programs and partnerships.
- Curate and maintain a list of resources that can be shared proactively and on demand with community members.

DESIRED QUALIFICATIONS & SKILLS

The following provides a summary of the preferred experience and skills sought for this position.

Qualifications

- Minimum 2 years experience with program or project coordination.
- Minimum 2 years experience establishing and maintaining cross-organization relationships.
- 1-2 years crafting professional content for a range of communication channels.
- 1-2 years working with people of diverse cultural backgrounds, lifestyles, and socio-economic standing.

Skills

- An Associate's or higher degree (or) presently working toward completion of a degree.
- Ability to provide clear, relevant, and concise information to various organization stakeholders.
- Ability to model respectful, inclusive, and responsible behavior with people from various backgrounds, identities, and experiences that is consistent with the association's mission, vision, and values.
- Ability to think strategically, creatively, and proactively around how to address opportunities and challenges.
- Proficient and self-directed at managing work plans, priorities, and resources to advance accountabilities.
- Comfortable utilizing various database systems that maintain stakeholder information that support evaluation.

Preferred

- Completed Bachelor's Degree or equivalent experience.
- Experience recruiting and/or training volunteers

COMPENSATION & BENEFITS

- This is a regular part-time employment opportunity with 8 hours per week with a flex schedule.
- Salary: \$28.00 - \$32.00 per hour



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HOW TO APPLY

- Please send a resume to careers@ppna.org.
- Resumes for this opportunity will be accepted through January 12, 2025.
- Resumes will be reviewed on a rolling basis, and select applicants will be invited for an interview.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Powderhorn Park Neighborhood Association (PPNA) is committed to advancing equity and diversity in all that we do. PPNA does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.