



Vice President of Programs Job Description 2024

About Move for America

Move for America's mission is to catalyze a generation of leaders to bridge divides and strengthen civic dialogue. We do this through our three pillars:

- Launch Civic Bridge Builders - Our nation needs leaders who actively seek common ground. The Move for America Fellowship finds, trains, and launches these future civic bridge builders.
- Invest in Local Bridging Initiatives - Local initiatives abound that bring people together across differences to solve local challenges. These are the roots of thriving civic spaces, which we need for a healthy democracy.
- Change the Narrative - We offer antidotes to the narrative of division by showcasing ways all of us can be part of the change toward a society where we are different but not divided.

About the Role

We are seeking an entrepreneurial leader who believes in the power of bridging divides to ensure a strong and diverse democracy. The VP of Programs is responsible for the overall management and execution of Move for America's new and existing programming, including the Move for America Fellowship, the Urban / Rural Weekend Exchange, and the Beyond Civics Program. The VP of Programs reports to the Executive Director and will manage one direct report and build a team of contracted support. The successful candidate will have an entrepreneurial spirit, will be an experienced program and people manager, will be a highly skilled communicator and facilitator, and will be adept at community collaboration and moving people from ideas to action.

Responsibilities

Program Leadership

- Develop and oversee strategic recruitment plans
- Plan and facilitate intercultural communication and community engagement training
- Develop and steward community partnerships
- Provide ongoing coaching and support to staff and Fellows as needed
- Oversee program compliance with federal regulations
- Oversee program evaluation and reporting
- Collaborate with community partners to plan and implement pilot programs

Team & Culture Leadership

- Foster a culture that welcomes and values diverse identities and perspectives
- Hold high expectations of teammates, Fellows, and Partner Sites to uphold our [our values](#)
- Coach, mentor, and manage direct report(s) (currently 1)
- Represent Move for America at some external events and meetings
- Report program activities and outcomes to Board of Directors

The VP of Programs will also be expected to perform other related duties as assigned.



Qualifications

Required

- Commitment to Move for America's mission, vision and values
- Bachelor's degree or equivalent level of professional experience
- 7+ years of experience with progressively increasing responsibility in nonprofit program coordination, or equivalent combination of education and experience
- Excellent written and verbal communication skills
- Experience working collaboratively in intercultural spaces
- Experience managing individuals and teams
- Experience managing community-based programs
- A collaborative, entrepreneurial leadership style
- Self-starter and problem solver who works well independently and with people from diverse experiences and perspectives

Preferred

- Experience managing national service programs or federal grant programs
- Experience in youth development and / or community engagement
- Demonstrated experience working with nonprofits
- Experience with group facilitation
- Experience managing budgets and grants

This is a hybrid role. Most work days are remote, but the candidate must be available for local meetings and travel in Minnesota. Must have a valid driver's license and access to a vehicle.

Salary & Benefits

- Starting salary of \$75,000 per year for a full-time position
- Up to \$500 monthly reimbursement for health insurance premiums and health care costs
- Employees are expected to provide their own computer, wireless internet, and workspace. Employees may claim up to \$500 annually in reimbursable expenses for computer and remote workspace adaptation.
- Unlimited PTO, with a minimum required 3 weeks (15 days) time off per year
- All federal holidays off, plus the Friday after Thanksgiving, and the last week of the calendar year

Equal Opportunity Employer

Move for America is an equal-opportunity employer and prohibits discrimination and harassment of any kind in any part of our business and partnerships. Building a diverse and inclusive team is key central to our values and mission, and essential for our success. We humbly strive to ensure that the Move for America team environment is intentionally inclusive and reflective of the communities we serve. We hire talent with a transparent and equitable process for all who apply. All employment decisions are made without regard to age, race, ethnicity, national origin, religion, gender, sexual orientation, disability, medical history, or any other protected status. We believe our differences make us stronger and encourage all interested candidates to apply. Please read our full [Commitment to Inclusion](#).

If you need assistance or accommodation due to a disability, please contact libby@move4america.org or call 612-388-3259.



How to Apply

Applications will be reviewed on a rolling basis until the position is filled. [Please fill out this form to apply.](#)

If you require any accommodation as a part of the hiring process, please let us know!
