



A PURPOSE-DRIVEN WORKFORCE.  
A STRONGER COMMUNITY.

## Manager, Program Innovation

### About Common Impact

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Common Impact is a nationally-recognized nonprofit that works to build a society in which individuals and businesses invest their unique talents towards a shared purpose: strengthening the local communities in which we live and work. We connect corporate employees to nonprofit organizations to tackle the greatest challenges our communities face.

We break down barriers that exist between sectors and industries to create meaningful partnerships between companies, social sector organizations, and the people that drive them. The common purpose of these connections: to deliver real value to each partner through innovations in community engagement and, ultimately, to address deeply rooted and complex social challenges.

With a deep understanding of both mission-focused and business goals, Common Impact enables growing nonprofits to achieve even greater results in our communities, while simultaneously engaging corporate employees in dynamic and challenging opportunities that develop their skills and unlock successful, purpose-driven careers.

Founded in 2000, Common Impact has partnered with Fortune 500 companies and hundreds of the country's leading nonprofit organizations to create this transformational change. Learn more about our [services](#) and [impact](#), the [companies](#) we work with, and our [nonprofit](#) partners.

### Position Summary

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Over the past twenty years, Common Impact has built a leading model to connect talented professionals from global companies to high-potential local nonprofits through skills-based volunteerism. As corporate engagement and investment in social challenges deepens, Common Impact is expanding and evolving to meet the new demands of the Corporate Social Responsibility space. In 2018, Common Impact embarked on a three-year strategic plan to vastly increase the scope of its impact through targeted partnerships, the development of a

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comprehensive train-the-trainer platform, and the identification and execution of critical social sector projects where corporate talent can play a transformational role.

The Manager of Program Innovation role is an excellent opportunity for a professional 5-7 years into their career to join a high-performing programs team focused on building innovations in skills-based volunteering that create greater impact for nonprofits. The Manager of Program Innovation will support the evolution and growth of Common Impact's services for corporate and nonprofit clients by identifying sector needs and trends and incorporating them into Common Impact's work both internally through program growth and refinement and externally through sector leadership initiatives.

Reporting to the Chief Program Officer, this position is a unique opportunity for a mid-career professional with a strong understanding of the corporate and nonprofit sectors to shape innovative solutions for Common Impact's clients and the field at large. This position is best-suited for an individual with a passion for driving systemic change and social equity, a comfort coloring outside the lines to pilot new approaches, and strong execution and detail orientation.

## Key Responsibilities

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The Manager of Program Innovation will be responsible for:

- **Identifying Needs, Trends, and Prospective New Services.** The Manager of Program Innovation will be expected to observe and report on trends and themes from Common Impact's work and from the broader CSR, philanthropy, nonprofit, and pro bono industries. This includes but is not limited to: emerging nonprofit needs across capacity building and leadership development, broad community needs (e.g. disaster resiliency, immigrant and refugee support, racial equity), social impact and volunteer sector trends, and new models of corporate community engagement and talent development. The Manager of Program Innovation will be responsible for surveying work across Common Impact departments to surface key themes emerging while remaining educated on the current events, industry news, and trends that may inform Common Impact's program innovation initiatives.
- **Executing New Services and Models.** The Manager of Program Innovation will support in the development and implementation of Common Impact's initiatives with strategic partners

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and in expanding models for Common Impact's consulting practice. Examples include our annual [Skills for Cities](#) program, our [COVID-19 Nonprofit Impact Report](#), and [Capacity Commons](#). The Manager of Program Innovation role includes implementing the processes outlined for new concepts, refining the new service(s) after they have been piloted, and working with the Programs, Partnerships, and Marketing departments to document and institutionalize new services.

- **Supporting Strategic Consulting Engagements.** The Manager of Program Innovation will support the Chief Program Officer in executing strategic consulting engagements that include new programming models and/or cross-sector initiatives. The Manager of Program Innovation will support program design and execution, including identifying infrastructure support needs. While they are not expected to be an expert in any one area, the Manager of Program Innovation should have knowledge of a variety of disciplines (strategy, technology, marketing, human resources, operations, and finance) to ensure full consideration of the different dimensions of program design.
- **Living Common Impact's Values.** At Common Impact, we strongly believe that the spirit in which we do our work is as important as the work itself. We pride ourselves on excellence in delivery, innovation, fostering collaboration between groups that might not otherwise interact, and a willingness to have fun with our work. A successful candidate for this position will embody and protect our organizational values of service, unlikely partnerships, ingenuity and levity.

## Required Skills

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**Experience:** 5-7+ years of consulting, program innovation, nonprofit, and/or cross-sector experience.

**Location:** New York preferred; flexible for the right candidate, especially in Chicago or the Bay Area.

**Travel:** Our clients have a national footprint. This role will require approximately 10% domestic travel once it is safe to do so based on public health guidelines. (The Common Impact staff is not traveling through at least June 2021.)

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#### Skills:

- An ability to bring clarity and solutions to challenges with a high level of ambiguity and uncertainty
- An ability to synthesize large amounts of data quickly, draw conclusions, and define solutions
- An ability to deliver consistently high-quality, meaningful consultation to our corporate and nonprofit clients by following Common Impact's model and understanding where to move "off script" or break from process when it best suits our clients' needs
- An excellent problem solver and critical thinker who can synthesize information, ask insightful questions, and spot trends quickly
- An independent worker who thrives in an entrepreneurial environment and can juggle a wide range of simultaneous projects and competing priorities
- A superior written and oral communicator who can translate complex concepts into understanding and action
- Comfort understanding and discussing topics in a variety of service areas, including technology, marketing, financial management, and human resources
- An ability to interact effectively and professionally with a wide range of individuals and organizations
- An ability to inspire and engage others with Common Impact's mission and work
- Committed to working with diverse, cross-sector communities

#### Compensation and Benefits

The salary range for this position is \$45,000 - \$60,000 annually and commensurate with experience. Common Impact offers competitive benefits, including 3 weeks of vacation, 10 holidays, the final week of the year off, and 12 sick days; a 401k plan and 2% match; paid parental leave; and medical and dental coverage.

## How to Apply

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Common Impact is an equal opportunity employer committed to building a diverse community and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability, or veteran status.

To apply for this position, please submit your resume, and response to the prompt included

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below to [jobs@commonimpact.org](mailto:jobs@commonimpact.org) with “Manager of Program Innovation – *Last Name, First Name*” in the subject line. Your cover letter should address the following questions:

1. What excites you about the Manager Program Innovation role?
2. How does innovation excite you? What changes are you looking to see in the social impact sector and how does this role fit into that vision?
3. How do you like to learn? What are some of the ways you have taught yourself to expand your sector knowledge?

**Please submit applications by April 2, 2021 to be considered for the position.**