



The Association of Community Ministries



Position: Programs and Development Manager

The Organization: The Association of Community Ministries (ACM) is a network providing emergency assistance to neighbors in crisis across Jefferson County. ACM is an umbrella organization bringing 13 Community Ministries together to serve residents on a neighborhood level. We partner with Louisville's utility companies, local city government, and Dare to Care to provide basic needs such as electricity, water, heat, food, and housing. Every organization also connects with member congregations in their service area to streamline emergency assistance and refer low-income families to local services.

ACM's mission is to unite the ministries of Louisville in order to enhance the effectiveness of their work and thereby improve the quality of life for people.

Job Overview: The Programs and Development Manager will lead ACM's prioritized efforts that will launch the Community Ministries to its next chapter of providing more strategic and accessible assistance significantly decreasing evictions/homelessness, utility shut-offs, and hunger. This person will expand ACM's capacity as a nonprofit by 1) strengthening the independent agencies within the network 2) building the awareness of ACM 3) creating and beginning the implementation of a strategic plan around long-term sustainability, and 4) developing collaboration and coordination between partners providing basic needs to the people of Louisville.

You'll be a great match for this position if you love relationship building, creative problem solving, project management, and translating/tracking strategy into clear processes. You're also a great match if you enjoy orienting people with financial power to the realities of systemic inequity and why people are poor in this country, and working independently in a team of people who are passionate and excited about our mission and value each member's personal experience as it informs their work.

This position can be remote with a solid internet connection and functional work environment. There will be tasks that require in-person support at the various offices of the community ministries.

Reports to: The Programs and Development Manager will report to ACM's Executive Committee, which includes the President, Vice-President, Secretary, and Treasurer.

Responsibilities and Tasks:

- 1) **Strengthening Independent Agencies** - Increase the capacity of the smaller and more at-risk organizations
 - a) Coordinate full overview of HR/personnel capacity and needs for potential network-wide restructuring for efficiencies and shared cost
 - b) Help create strategic plans for 5-10 community ministries and/or provide fundraising support to help accomplish goals
 - c) Create a process for the community ministries to request financial assistance for their organization from ACM funds
 - d) Coordinate contractual work for community ministries with limited resources



The Association of Community Ministries



- e) Coordinate trainings around Client Track (network-wide database) and Unite Us (Metro United Way's referral network) for community ministries' staff
- 2) **Awareness** - Increase the understanding of ACM as a network and the importance of financial emergency assistance
 - a) Coordinate the launch of a marketing/communications campaign including a rebranding and a clear online presence
 - b) Build an Advisory Committee to include individuals with social equity in the community
 - c) Analyze and present network-wide data
- 3) **Long-Term Sustainability** - Increase the health, transparency, and sustainability of the Association of Community Ministries as a nonprofit
 - a) Organize an annual retreat
 - b) Coordinate the development of a 3-year strategic plan with budgetary benchmarks and goals
 - c) Create a transparent line-item budget and complete other best practices for nonprofit organizations including coordinating an audit for the fiscal year
 - d) Coordinate process for ACM bookkeeping including check distribution for utility and rent assistance
 - e) Identify financial opportunities for ACM and increase network-wide financial emergency assistance for low-income neighbors (i.e. a permanent city-wide eviction prevention fund)
- 4) **Program Development** - Increase collaboration and coordination between partners providing basic needs to the people of Louisville
 - a) Increase accessibility and understanding of services and entry-points by updating ACM's online map
 - b) Work directly with Louisville Rapid Access Network's Coordinator to increase city-wide collaboration and coordination to provide basic needs (i.e. Eviction Prevention Coordination Center)

Required Qualifications:

- Have excellent communication skills, responding to internal and external needs in a timely manner, as well as listening and being thoughtful in your response.
- Comfortable interacting with a diverse group of stakeholders and the public and a passion for building relationships with people of different backgrounds.
- A commitment to our core values and the desire to create transformative change for those trapped in chronic poverty.
- Demonstrated excellence in content creation, editing, and curation.
- An innate curiosity paired with the ability to collect, analyze, and report on data to inform decisions.
- Ability to work independently *and* as a member of a team.
- Excellent interpersonal skills and a collaborative spirit.
- Working knowledge of MS Office, familiarity with Google applications, experience with client tracking software a plus, specifically ClientTrack.
- Project management experience and understanding how to build a project plan/strategic plan



The Association of Community Ministries



- Significant work experience and/or 4-year college degree in fundraising, project management, community organizing or related areas; experience working with philanthropy and government a plus.

Compensation: A \$60,000 total compensation package will be offered to the right candidate. The terms of the agreement can be determined depending on the needs and qualifications of the hired candidate. We expect the work to require approximately 12 months. Please note, the Programs and Development Manager will have the opportunity to expand this position depending on acquired funding and how it fits into the strategic plan.

Inclusion Statement: ACM is committed to the principles of equal employment. We create a diverse work environment and do not discriminate on the basis of race, color, national origin, sex, gender, identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage all backgrounds to apply.

To Apply: To be considered for this exciting opportunity, please submit a resume and cover letter via email, with a subject line "Programs and Development Manager" Clare Wallace at acmlouisvilleky@gmail.com. Your cover letter should outline how your work history and personal contribution would make a difference for ACM. Deadline to apply is midnight on October 13th.

*Applications submitted without a cover letter will not be considered.