



FRANCISCAN SISTERS OF MARY

Title: Program Manager, Mission and Focus
Location: St. Louis, MO

INTERESTED CANDIDATES SHOULD SEND COVER LETTER AND RESUME BY FEBRUARY 26th to rstrode@fsmonline.org

Description

The Program Manager is an exempt, full-time position that supports the Mission and Focus of the Franciscan Sisters of Mary (FSM), in partnership with the Chief Financial/Investment Officer and Program Director.

FSM is committed to the compassionate care of Creation in collaboration with others. We use all of our resources to support this mission, including our philanthropy, impact investments, and our voice and presence. As we stand for justice for our earth and the marginalized, we know that those people most impacted by poor environmental health hold the wisdom to craft solutions for their communities. Our philanthropy program primarily supports grassroots organizations led by and accountable to those on the frontlines of climate change and environmental degradation, who are disproportionately communities of color and low-income communities.

While all issues related to care for creation are deeply interrelated, our current efforts are concentrated into three areas where we believe FSM is most uniquely positioned to be supportive and make an impact in communities. These include:

- Advancing the environmental justice movement in the Midwest;
- Growing a just, sustainable food system in St. Louis;
- Inspiring Catholic action on climate justice globally.

We express the FSM presence and spirituality through a deeply relational approach to grant-making, providing not only dollars but also our time, energy, prayers, and presence.

Reporting to the Program Director, the Manager supports the continued development and implementation of the congregation's Mission and Focus, including its philanthropy. The Program Manager builds trusted partnerships with grantee organizations and helps to make funding recommendations, uses FSM's voice and presence to cultivate and promote collaboration, and telling the story of the congregation's impact (internally and externally). The Program Manager leads FSM's grants management, engagement with the congregation's Sisters, and communications and supports strategy development.

Responsibilities:

PROGRAM MANAGEMENT

1. Build strong, trusting partnerships with organizations and leaders rooted in frontline communities, working to better understand funding needs and opportunities on the ground.
2. Cultivate relationships with aligned organizations that share FSM values, including funders, investors, and other community leaders to build and strengthen collaboration.
3. Conduct research in support of developing and refining FSM's overall strategy for supporting the compassionate care of Creation, helping to inform the goals and desired outcomes for FSM's funding, investments, and other mission activities.
4. Work with Program Director and Chief Financial/Investment Officer to develop funding recommendations to FSM's leadership.
5. Provide support to grantees, offering advice and making connections to other groups and donors.
6. Represent FSM at key events and gatherings in St. Louis, across the Midwest, and at key national gatherings and funder conferences.
7. Monitor the activities of grantees, review grant reports, and provide written summaries for FSM Leadership.

COMMUNICATIONS:

8. Help to communicate the story of FSM's impact and legacy to key external audiences, supporting the drafting of communications materials and content.
9. Draft FSM's quarterly Our Presence newsletter about our philanthropy and impact investing.
10. Manage FSM's social media accounts, including Twitter and LinkedIn.
11. Develop content related to FSM philanthropy and impact investing for the website.
12. Maintain the FSM email contact database.

SISTER ENGAGEMENT

13. Identify opportunities to more deeply engage the broader FSM congregation to learn and experience the impact of its mission and focus programs, collecting and telling stories through photos and videos.
14. Manage FSM's Sister Supporter program, which pairs sisters with grantees to build a meaningful relationship through participation in events, site visits, etc.
15. Highlight grantees for prayer monthly for our Prayer Supporter sisters.

GRANTS ADMINISTRATION

16. Help to solicit, review, and synthesize incoming proposals for funding.
17. Manage vendor responsible for FSM's grants administration, which includes maintaining our application form, grants database, reporting forms, budget reporting, and renewal calendar.
18. Prepare and distribute materials for grant review meetings with FSM Leadership.

OTHER RESPONSIBILITIES:

19. Help to manage relationships with contractors and vendors as needed.
20. Provide support for scheduling and other administrative tasks, as necessary.
21. Perform other duties as necessary.

Specifications:

Education:

- Bachelor's degree required, with a preference for degrees in social science or the humanities.

License/Registration/Certification:

- Valid driver's license with good driving record is required.

EXPERIENCE

1. 5-10 years of professional experience preferred (Master's Degree qualifies as a substitute for up to two years of experience).
2. Demonstrable experience working on issues related to environmental and/or social justice, with a preference for experience working directly with frontline communities.

SKILLS AND COMPETENCIES

1. Excellent verbal, written and interpersonal communication skills; ability to communicate and work well with various publics and collaborate accordingly.
2. Excellent organization and project management skills, ability to help implement programs, manage details and work independently; strong sense of initiative and self-directed working capacity.
3. Adaptability: willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
4. Strong judgement and decision-making skills.
5. Possession of strong computer skills including Microsoft Suite, Microsoft Outlook, virtual meeting software (Zoom, Microsoft Teams) and proficient with database applications, such as Airtable.

Working Conditions:

- Work is primarily sedentary, performed remotely, with some in-person meetings at the congregation's Bridgeton office.
- The Collaborative Governance offices are tobacco-free.
- Some travel will be required (approximately 15-20 days a year), primarily in the domestic United States.

Salary: Commensurate with experience