PROGRAM MANAGER
Job Description
May 2016

The Center for Contemplative Mind in Society (CMind) is hiring a full-time Program Manager. The Program Manager holds primary responsibility for supporting and expanding the programs and initiatives at the Center, including our initiatives on Assessment, Community Building, Access and Inclusion, our examination of how contemplative approaches address the challenges and possibilities of higher education and our popular webinars on contemplative education. The Program Manager holds responsibility for managing CMind’s grant-funded programs; evaluating program effectiveness; writing reports; identifying and developing educational and informational resources for public and member use, including the Journal of Contemplative Inquiry; and providing guidance for event planning and fundraising efforts. The Program Manager contributes to developing the structures and themes of our major events, but is not directly responsible for their execution or operation.

Success in this position will require extensive experience with contemplative practice in higher education: a nuanced understanding of the issues involved in developing and implementing contemplative approaches is essential. The Program Manager must be personally committed to developing just communities in academia and addressing issues related to access, retention, marginalization, and inclusion. Knowledge of higher education systems, structures, and challenges is required. Program evaluation experience is highly desirable, as are strong writing, planning, and communication skills, a collaborative working style, and a sense of humor.

This full-time salaried position is located in Northampton, MA, and reports to the Executive Director.

CMind is a 501c3 nonprofit organization based in Northampton, MA. We work with higher education faculty, staff, administrators, and students across the US and around the world. Our programs help education professionals integrate contemplative practices into courses, services, and campus environments to support teaching, learning, and engaged action for a more just and compassionate society; learn more at www.contemplativemind.org.
Desired Qualifications

- This position requires significant knowledge of higher education. A Master’s or PhD is an asset to this position, but not a requirement. Equivalent experience in higher education will be considered.
- Non-profit program management experience, especially if related to higher education and/or contemplative practices, is preferred.

Required Skills

- A demonstrated commitment to contemplative practices in higher education.
- Experience in diversity issues, sensitivity to age, race, class, gender, ability, and other issues; must ensure that all programs and initiatives are conducted in alignment with inclusive and anti-oppressive values.
- Strong organizational abilities with attention to detail.
- Proficient with a PC environment, primarily Google Docs, Microsoft Word and Excel.
- Ability to host live webinars using GoToWebinar.
- Excellent communication and interpersonal skills.
- Excellent writing and editing skills.
- In keeping with CMind’s organizational culture, the Program Manager should be adaptable, able to work independently and in collaboration with a team, with a warm heart and a sense of humor.

The Program Manager is primarily responsible for managing projects and initiatives:

- With Executive Director, contribute to planning and articulating new initiatives and programs. Respond to program and project management needs as they arise from grants, consulting agreements and collaborations.
- Create and/or oversee creation of reports, white papers, toolkits, and other informational materials for use by members of our network.
- Manage CMind’s grant programs: draft RFPs, manage inquiries, work with proposal selection committees, follow up with grant recipients.
- Coordinate webinar series on contemplative education: select topics, invite presenters, and host live webinars.
- Oversee production of The Journal of Contemplative Inquiry: plan issues, identify and assign reviewers, act as liaison with authors, oversee copyediting and production of issues.
- Write content for annual report, grant reports, and board reports.
- Respond to changing needs as projects and initiatives develop. Our current initiative topics include: assessment and evaluation of contemplative practices in higher education; building contemplative communities in higher education; contemplative practices and the future of higher education.
**Other Responsibilities:**

- Develop content for print and web, e.g., examples of practice integrated in courses and offices, guidelines, reports, bibliographies of research related to contemplative practices in higher education, etc.
- Assist in developing the strategic approaches of fundraising campaigns, planning and articulating new initiatives and programs.
- Provide recommendations for event content and programming, e.g., make recommendations for event committee members, speakers, themes, format/agenda, and outreach plans.
- Evaluate, or oversee evaluation of CMind’s programs.
- Assist at events as needed.
- Undertake special projects as assigned.

**Compensation and Benefits**
The salary will be commensurate with experience. The Center offers a comprehensive benefits package that includes health & dental insurance, a 403b plan, life insurance, a stipend for attending contemplative retreats of one’s choice, and generous paid time off.

**To Apply**
Please e-mail your resume, cover letter, and contact information for three references to jobs@contemplativemind.org. We encourage you to write an engaging cover letter that describes your particular interest in our mission and vision.

For further information, visit our website at: [www.contemplativemind.org/jobs](http://www.contemplativemind.org/jobs)

~ NO PHONE CALLS, PLEASE ~

*The Center for Contemplative Mind in Society strongly supports workplace diversity. Candidates of any race, ethnicity, gender, age, religion, and sexual orientation are encouraged to apply.*