

Job Title: Program Development Coordinator

Organization: MTZ Charitable Organization Inc.

Employment Type: Part-Time 20 hours per week

Location: Madison, WI

Pay: \$38,000-\$45,000

About MTZ Charitable Organization Inc.: MTZ Charitable Organization Inc. is a non-profit organization dedicated to making a positive impact on our community through a wide range of programs aimed at addressing various social needs. Our programs include an academic learning center, a food pantry, an emergency assistance program, a mentorship program for youth aging out of foster care, and an older adults program, Transforming and Reaching our Youth Program (T.R.Y.) , and a behavioral health clinic.

Job Description:

MTZ Charitable Organization Inc. is seeking a dynamic and dedicated Program Development Coordinator to lead and manage our diverse portfolio of programs. This position is crucial to the success and growth of our organization as it involves fundraising, program development, and coordination to ensure that we continue to make a positive impact on the community we serve.

Please Note: This is a **1-year term position** with the potential for renewal based on the candidate's ability to successfully raise funds and secure financial resources for the organization.

Key Responsibilities:

Fundraising and Grant Writing:

- Develop and implement fundraising strategies to secure financial resources for the organization.
- Research and apply for grants, prepare grant proposals and manage the grant application process.
- Cultivate and maintain relationships with donors, sponsors, and partners.

Program Leadership and Development:

- Oversee all programs within the organization, including the academic learning center, food pantry, benevolence program, mentorship program for youth aging out of foster care, and older adults program, (T.R.Y.) Transforming and Reaching our Youth Program, and behavioral health clinic.
- Work with program managers to set goals, develop strategies, and measure program effectiveness.
- Identify opportunities for program expansion and improvement.

Community Engagement:

- Collaborate with community stakeholders, volunteers, and staff to enhance program visibility and impact.
- Represent the organization at community events and engage with potential supporters.

Reporting and Evaluation:

- Monitor and evaluate program performance through data collection and analysis.
- Prepare regular reports on program outcomes and share results with MTZ Charitable Organization, Inc. Board members.
- This position will report to MTZ Charitable President and Board of Directors.

Budget Management:

- Manage program budgets to ensure responsible, efficient, and effective allocation of resources.

Qualifications:

- Bachelor's degree in a related field (e.g., Nonprofit Management, Social Work, Business, etc.). A master's degree is a plus.
- Proven experience in program management, fundraising, and community engagement.
- Strong communication, interpersonal, and leadership skills.
- Ability to work independently and as part of a team.
- Excellent organizational and project management skills.
- Proficiency in Microsoft Office and fundraising software.
- Passion for making a positive impact in the community and supporting the mission of MTZ Charitable Organization Inc.