



Community Consulting Teams | Boston

bringing MBA business expertise to Boston-area nonprofits since 1990

PROGRAM MANAGER – COMMUNITY & THOUGHT LEADERSHIP

**Part-Time Employee | Remote | Approx. 15–25 hours/week | \$3,500–\$5,000/month |
Reports to CCT Board Chair(s)**

The Opportunity

CCT is expanding its reach beyond traditional consulting projects by creating more ways for nonprofits and volunteers to engage with CCT throughout the year. Our Community and Thought Leadership strategic initiatives are the primary vehicles for this growth. The Program Manager will shape the programming for both of these pillars and drive the initiatives, relationships, and processes needed to bring that strategy to life.

What You'll Lead

Community — Engage More Volunteers & Nonprofits To Connect and Collaborate

- **Program Planning & Calendar Management:** Own the Community programming strategy and annual calendar, creating meaningful, ongoing ways for volunteers and nonprofit leaders to connect, learn, share expertise, and engage with CCT.
- **Program Execution:** Execute the program with the right mix of topics, audiences, formats, cadence, and experiences, including the CCT Nonprofit Leadership Exchange, peer learning, networking, webinars, online community activity, and other initiatives.
- **Event Management:** Lead the planning and logistical execution of events, and engage with the stakeholders (speakers, facilitators, partners, volunteers, nonprofits,...) to support and deliver successful programming.
- **Optimize & Improve:** Use participation and audience feedback to improve the impact of Community offering.

Thought Leadership — Reach More Nonprofits with CCT Knowledge and Insight

- Drive the programming, creation and implementation of CCT's Thought Leadership content, determining the subject matter and priority areas CCT should address based on nonprofit needs, sector trends, research, and insights from CCT's consulting work and its volunteers.
- Execute the optimal delivery format for each topic—such as reports, short leader insights, practical tools, articles, webinars, surveys, events, or other formats—ensuring content is useful and accessible to nonprofit leaders.
- Manage the annual Thought Leadership agenda and content calendar; identify and engage CCT volunteers and subject-matter experts to contribute.
- Oversee the execution of the CCT Nonprofit Leadership Pulse Survey and use findings and audience feedback to inform ongoing program and content delivery.

Experience & Qualifications

- Knowledge of and 5+ years experience working in the nonprofit sector is required.
- Experience building/managing successful community and thought-leadership programs
- Strong ability to determine programming priorities and translate ideas into practical, well-executed initiatives.
- Strong program management, writing, communication, facilitation, and relationship-building skills.
- Comfort working with nonprofit leaders and CCT volunteers; strategic and directional while also willing to be hands-on and tactical.
- Prior CCT experience is helpful but not required; knowledge of the Greater Boston nonprofit community is valuable.

What Success Looks Like

Success means substantially expanding CCT's reach and engagement with volunteers and nonprofits beyond those who currently participate —creating multiple ways and more frequent opportunities to engage, and having a high quality ongoing meaningful connection to CCT.

Apply Now

Send resume and cover note to janet.razulis@cctboston.org with subject line - Program Manager - Community and Thought Leadership.