Job Title: Program Manager
Location: Jackson, MS

Reports to: Chief Strategy Officer
Classification: Full-Time (Exempt)
Supervisory Function: No
Geographic Focus: Arkansas, Louisiana, and Mississippi, with a particular emphasis on the Mississippi Delta

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Job Summary:

The Foundation for the Mid South (FMS) seeks a highly organized, collaborative, results-oriented Program Manager to support implementation, coordination, reporting, budgeting, partner follow-up, and program documentation. The Program Manager reports to the Chief Strategy Officer and works closely with the Program Officers, internal teams, grantees, and external partners to support program implementation and coordination.

The ideal candidate will demonstrate strong project management skills, sound judgment, attention to detail, and a commitment to advancing equitable opportunities for communities throughout the Mid South.

Key Responsibilities:

Program Management and Implementation

- Coordinating day-to-day implementation of assigned programs, projects, and initiatives.
- Maintaining project work plans, timelines, milestones, and deliverables.
- Monitoring program activities to ensure alignment with organizational goals and funding requirements.
- Identifying implementation challenges and recommending appropriate solutions.
- Coordinating multiple projects simultaneously while ensuring timely completion of assigned responsibilities.

Partnership and Stakeholder Engagement

- Building and maintaining productive relationships with community organizations, nonprofit partners, grantees, and other stakeholders.
- Coordinating meetings and partner follow-up, flagging challenges early, preparing updates and reports.
- Serving as a point of contact for assigned programs and external partners.
- Supporting collaborative initiatives that strengthen communities throughout the Mid South.

Grantmaking and Program Support

- Assisting with the administration and monitoring of grantmaking activities.
- Tracking grantee progress, reporting requirements, and program deliverables.
- Reviewing program reports and supporting documentation for completeness and compliance.
- Supporting the development of grant proposals, funding requests, and program-related materials.
- Maintaining accurate and organized program records.

Monitoring, Evaluation, and Reporting

- Track program performance against established goals and measurable outcomes.
- Collect, organize, and analyze program data to assess progress and effectiveness.
- Prepare program updates, progress reports, presentations, and other materials for leadership, funders, and stakeholders.
- Identify opportunities for program improvements based on data, feedback, and lessons learned.

Budget and Resource Management

- Monitoring assigned program budgets and expenditures in collaboration with the Finance Department.
- Tracking program expenses to ensure alignment with approved budgets and funding requirements.
- Assisting with financial reporting and budget projections.
- Identifying potential budget concerns and communicating them to appropriate leadership.

Internal Coordination and Organizational Support

- Collaborate with program staff and other departments to ensure effective coordination of organizational initiatives.
- Provide regular updates to leadership regarding program progress, challenges, and accomplishments.
- Support strategic planning activities and organizational priorities.
- Perform other related duties as assigned.

Core Competencies:

- **Project Management:** Ability to organize, prioritize, and execute multiple initiatives effectively.
- **Accountability:** Commitment to meeting deadlines, maintaining accurate records, and achieving measurable results.
- **Collaboration:** Ability to work effectively with colleagues, community partners, and external stakeholders.
- **Communication:** Strong interpersonal skills and the ability to communicate clearly with diverse audiences.
- **Problem-Solving:** Ability to identify challenges, evaluate alternatives, and implement practical solutions.
- **Adaptability:** Flexibility to respond to changing organizational priorities and program needs.

Salary Range: $55,000–$65,000

Benefits: Competitive salary and benefits, including 401(k) retirement savings and planning, medical, dental, vision, life, AD&D, vacation, and paid holidays. Other benefits include cell phone and gym reimbursement, education assistance, and professional development.

Qualifications:

Required Qualifications

- Experience working in philanthropy, grantmaking, nonprofit organizations, or community development.
- Demonstrated experience managing multiple projects, timelines, and deliverables.
- Ability to work independently while contributing effectively to a collaborative team environment.
- Familiarity with the social, economic, and community development landscape of Arkansas, Louisiana, and Mississippi.
- Experience managing grant-funded programs and preparing reports for funders.
- Knowledge of program evaluation, performance measurement, and data collection.
- Established relationships with community-based organizations and stakeholders throughout the Mid South, particularly within the Mississippi Delta.
- Excellent written and verbal communication skills. Strong organizational, analytical, and problem-solving skills.
- Ability to develop and maintain effective relationships with diverse stakeholders.
- Proficiency in Microsoft Office applications and project management tools.

Preferred Qualifications

- Master's degree, philanthropy and grantmaking experience, funder reporting, evaluation experience, and knowledge of Arkansas, Louisiana, and Mississippi, and existing relationships in the Delta.
- Minimum of three to five years of progressively responsible experience in program management, project coordination, nonprofit administration, or a related field.

What Success Looks Like

Success in this role is demonstrated by maintaining current, accurate program workplans; submitting timely, comprehensive reports; keeping program files and documentation organized and accessible; and consistently following up with grantees, partners, and stakeholders. The Program Manager effectively monitors program budgets, tracks expenditures and deliverables, and provides clear, timely updates to leadership regarding program progress, challenges, and emerging priorities. Through strong organization, accountability, attention to detail, and proactive communication, the Program Manager ensures efficient program operations and supports the Foundation for the Mid South's mission and strategic goals.

Qualified applicants should submit a letter of interest and resume to careers@fndmidsouth.org by **November 13, 2026**. All materials should be addressed to the attention of Meshelle Rawls, VP of People & Culture. Candidates invited to move forward in the hiring process should be prepared to submit a writing sample and references.

Physical Requirements and Working Conditions. This position is based in Jackson, Mississippi, and requires regular regional travel throughout Arkansas, Louisiana, and Mississippi, including travel to rural communities and periodic overnight travel. The position requires regular in-person engagement with grantees, partners, communities, and Foundation stakeholders.

This job description may not include all assigned duties, responsibilities, or aspects of the job described. It may be amended at any time at the employer's sole discretion. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

This position requires a valid state driver’s license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

The Foundation for the Mid South is an Equal Opportunity Employer committed to diversity. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, or any other basis as protected by federal, state, or local law.

About the Foundation:
Founded in 1990, the Foundation for the Mid South is a regional foundation that works to improve communities and expand opportunity across Arkansas, Louisiana, and Mississippi. Through grantmaking, strategic partnerships, leadership development, and community-centered initiatives, the Foundation advances economic opportunities, educational success, health equity, and community vitality. The Foundation partners with residents, nonprofits, businesses, and public sector leaders to create lasting solutions that help people and communities thrive.