

Position: Program Manager (Grant-Funded, Contract)

Location: Detroit, MI

Reports to: Executive Director

Term: 12-month contract (renewable, grant-funded)

Hours: 30–40 hrs/week (flexible; occasional evenings & weekends)

Compensation: Competitive contract rate (commensurate with experience)

About Equity Alliance of Michigan

Equity Alliance of Michigan is a Detroit-based nonprofit dedicated to dismantling systemic barriers through three pillars: Entrepreneurship, Empowerment, and Employment Mobility. We support small businesses, advocate for community development, and deliver skills-based training so every Michigander can thrive.

Position Summary

The Program Manager will oversee the daily operations and growth of Equity Alliance of Michigan's programs—with a primary focus on our Entrepreneur Hub, a membership-based coworking space with collaborative meeting areas and resources to help startup founders and small business owners succeed. In this grant-funded role, you will manage membership sales and relations, coordinate all programming, and ensure EAOM initiatives deliver high-value experiences and measurable impact.

Key Responsibilities

- **Program Leadership:** Plan, execute, and evaluate EAOM initiatives (Hub, Boot Camps, Summer Discovery) to drive participation and meet grant goals.
- **Hub Management:** Oversee membership growth, onboarding, billing, and daily facility operations.
- **Community & Events:** Design and coordinate workshops, networking mixers, and bike rides; handle logistics and sponsorships.
- **Data & Reporting:** Track key metrics, produce monthly dashboards, and contribute to the annual Impact Report.
- **Partnerships & Grants:** Cultivate funder and community relationships, support grant applications, and serve as primary stakeholder liaison.

Qualifications

Bachelor's degree in Business Administration, Nonprofit Management, Community Development, or related field (or equivalent experience)

3+ years of program or community-space management experience, ideally in nonprofit or entrepreneurial ecosystems

Proven track record in membership sales, lease/license administration, and event programming

Strong organizational, communication, and customer-service skills; detail-oriented multitasker

Familiarity with CRM platforms (HubSpot, Salesforce), digital invoicing tools (QuickBooks, Stripe), and coworking software (Cobot, OfficeRnD)

Ability to work both independently and collaboratively in a fast-paced, community-driven environment

Preferred

- Background in small-business support, incubators, or startup accelerators
- Proficiency with Google Workspace, Canva, and social-media management tools

Work Environment

- Primarily on-site at EAOM's Detroit office, with occasional remote flexibility
- Evening and weekend availability required for programming and events

To Apply:

Please email a cover letter, resume, and a brief sample marketing plan (2-page maximum) to deanna@equityallianceofmichigan.org with the subject line **"Program Manager Application."** Applications will be reviewed on a rolling basis until the position is filled.