



JOB ANNOUNCEMENT

Program Manger – Resumes due September 19, 2008

Center for Progressive Leadership in Ohio (CPL) is seeking a Program Manager who will oversee the implementation and success of our leadership development programming. This important position's duties will include curriculum review and revision, quality control for our trainers and guest speakers, and ensuring that logistics are seamless before, during, and after our programs. CPL Ohio's Program Manager will also assist the Outreach Manager with building relationships with progressives in the state.

CPL's mission is to develop diverse leaders who can effectively advance progressive political and policy change. The Ohio office opened in February 2008, and is working hard to build a training institute for progressives in the state, with a particular emphasis on connecting people of color and other underrepresented communities to pipelines of leadership within the progressive movement in Ohio.

Through long-term, comprehensive programs for grassroots activists, organizational leaders, political professionals, and future candidates, CPL provides promising leaders with the skills, resources, and networks needed to become powerful progressive leaders.

For more information about CPL Ohio, and about the programs that we currently run or will be launching in the coming months, please visit the Ohio section of our website at www.progressiveleaders.org/ohio.

JOB DESCRIPTION

Summary

The core of CPL's impact in Ohio will be through our long-term, comprehensive leadership development programs. In particular, our Ohio Political Leaders Fellowship will have its opening weekend in March 2009, and is the flagship program that CPL is proud to offer for 50-60 of Ohio's best and brightest. Other programs include the New Leaders Fellowship – where we work with 21-32 year olds during a 6 month program – and partnership trainings that are designed for specific organizations or constituencies. New program ideas will also be considered consistently.

The Program Manager will be in charge of ensuring that our programs are well organized, that the content is completely relevant, and that trainers, guest speakers, and Faculty (CPL part-time contractors) are fully prepared for their responsibilities. Also, at different times, developing and supporting CPL's outreach work may also be a significant part of the Program Manager's responsibilities. Because the CPL Ohio office will be a small, effective team, each individual will need to be flexible and willing to take on a variety of tasks related to growing the organization.



Specific Responsibilities

1. **Program Management** – Responsibility for managing and running all state-based trainings. Management, as used here, is defined as playing the lead role in making sure a job is completed with high quality. Program Management will include:
 - a. Collaboration with Program Team – Collaborate with national program team to ensure that national core curriculum reflects and incorporates the specific programming needs of the state.
 - b. Trainer Recruitment and Preparation – Together with state team, identify, recruit and prepare all guest trainers for state programs. Responsible for generating trainer and staff preparation materials for all programs including internal agendas and designation of staff roles.
 - c. Development of Program Materials – Responsible for the design of state training materials including handouts and lesson plans and customization of national training materials.
 - d. Responsible for Training Environment – Responsible for coordinating the logistics and site preparation for all training programs. Including: catering, site selection, room set-up, materials preparation.
 - e. Faculty Management – Manage Faculty consultants for duration of Fellowship program including monthly meetings, coordination of monthly tracking reports, and identification of faculty training opportunities.
 - f. Program Evaluation – Assist in the development of program evaluative tools for staff and program participants and provide appropriate analysis.
 - g. Program and Workshop Goal Setting – Lead the process to brainstorm and set clear goals and a strategic vision for each program run.
 - h. Fellow Management – Responsible for consistent communication with Fellowship participants, including tracking progress, identifying challenges and ensuring Fellow accountability.

State Programs requiring the above management:

- Ohio Political Leaders Fellowship
- Partnership Trainings
- New Leaders Fellowship

2. **Program Content Development and Customization** – Responsible for the design, review and finalization of all program content delivered by state. This will include:
 - a. Oversight of One-time and Ongoing Curriculum Development for State Programs – Leads staff team that ensures the creation, adaptation, editing, and finalizing of high-quality innovative curriculum.
 - b. Politically-Informed Program Delivery – Gathering information relevant to programs and workshops through conversations with State Director, Outreach Manager, Faculty, trainers, participants, and outside sources, including media stories and political news.
 - c. Tracking Innovations and Best Practices – Develop system for tracking state best practices in programs to replicate and share with other states.



- d. Partner Training Content – Oversee and develop partner training modules reflecting the specific needs of partner training participants, including lesson plans, handouts and evaluative tools.
- 3. Alumni Program Activity** – Together with the state team, develop an alumni programming plan including a calendar of events, role of Alumni committee and identification of alumni training opportunities.
- a. Training – Oversee the development of alumni training programs including topic selection and session design.
 - b. Resources – Compile and distribute resources around skills development, leadership development, issues discussion, etc.
 - c. Continued Program Involvement – Identify areas Alumni can be engaged in new programs as trainers, mentors, organizers, and participants.

NOTE: Ohio currently does not have an Alumni Program. Our currently running New Leaders Fellowship will be complete in December 2008, and Alumni Program activity will begin then.

4. Manage New Program Development and Program Re-Development

- a. Manage Planning process – Coordinate program planning and training delivery as guided by the state outreach strategy.
- b. Engage Ohio and national staff – Direct team to match target trainees with potential training methods and content.
- c. Ohio Leader outreach – Work closely with Outreach Manager to identify where new program conversations can be included in day-to-day conversations with trainers, Faculty, and supporters.

5. State Fundraising

- a. Planning – Advise State Director during initial and ongoing state Fundraising planning.
- b. Implementation – Work with State Director to initiate a fundraising effort.
- c. Mail and events – Take the lead on organizing and executing periodic event and mail-based fundraising.
- d. Need and capacity – Continuing discussion and thinking with State Director about fundraising opportunities and donor cultivation.

6. Intern Management

- a. New Leaders Internship – Coordinate process of bringing on New Leaders intern(s) with National New Leaders Program Manager
- b. Direct Management of Activities – Write and update intern job description, manage work load, productivity, and personal/professional development

7. Role in Larger Organization

- a. Sharing Knowledge and Learning – Using formal and informal meetings and conversations to continuously share knowledge and new learning with staff and Faculty in an effort to facilitate others' roles and create full transparency.
- b. Pushing Ohio and National Staff to Succeed – Finding and creating opportunities to provide Ohio and national staff with honest advice, critical support, and chances to



expand their existing role at CPL. NOTE: You are not responsible for those staff members actually succeeding, heeding your advice, or taking on expanded roles.

Qualifications

- Two or more years of professional experience
- Must be detail oriented, have excellent time management skills, and be well organized – please do not apply if these are not your strengths and skills you enjoy utilizing
- Demonstrated commitment to promoting progressive values through long-term leadership development
- Solid roots and connections in the progressive political community
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in diverse community settings
- Specific experience working with people of color, low-income communities, and other underrepresented constituencies in the state
- Deeply committed with a flexible schedule that can accommodate occasional weekend and evening work, including travel across state of Ohio
- Familiarity with internet technology and basic computer applications
- A reliable vehicle and valid driver's license

CPL is a team of dedicated and passionate individuals. Applicants must possess strong leadership skills and have a clear commitment to progressive politics. Ability to work independently will be imperative. CPL is an aggressive advocate of Affirmative Action and an equal opportunity employer.

Salary and Benefits

Salary for this position will be commensurate with the candidate's level of relevant professional experience. CPL offers a full and generous benefits package.

Location

The CPL Ohio office is in Cincinnati. It is possible, though unlikely, that this position could be located in another part of Ohio. Applicants interested in working from other parts of the state should note this in their cover letter and have proven ability to work independently.

How to Apply

Email a resume and cover letter labeled with your name to gleonard@progressiveleaders.org. The subject line should read: "Outreach Manger Applicant." Decisions are expected to be made by October 8th and a start date may be as early as October 20th.

The deadline for applications is September 19th, 2008. No calls please.
