

# LEADERS OF COLOR

**Position:** Program Manager, Leaders of Color (LOC) New York

**Reports to:** Director, Leaders of Color (LOC) New York

**About Democrats for Education Reform:**

Democrats for Education Reform was founded in 2007 by a group of activists and entrepreneurs in order to address the persistent and growing achievement gap in America's public schools, as well as the social, cultural, and economic crises that education inequality perpetuates. The NY branch launched with the goal of supporting Democrats in the state who promote excellence and equity in public education. Given the complexity and local nature of education reform, DFER's approach is designed to work at multiple levels, including policy, public engagement, electoral and issue advocacy, and targeted outreach in order to unite elected officials in their vision for reform. DFER works to elect, educate, and empower elected officials to advocate for substantive reform, ultimately shaping education policy.

**About the Leaders of Color Initiative:**

Leaders of Color will recruit and engage with leaders who are respected in their communities, and provide a suite of resources to help these leaders increase their influence. Not only are community-based leaders uniquely essential to the sustainability of education reform, local leaders who support reform values are also the least likely to receive the The LOC Training Program is the launch of our long-term development to unapologetically usher in a new, bold group of Black and Latino civic leaders.

**Position Summary:**

The Leaders of Color New York Program Manager is responsible for advising on and executing the New York Director's programming goals, supporting program fellows and alumni on c3 (civic engagement) and c4 (political) efforts. The Leaders of Color New York Program Manager will work directly with the New York Director to implement a program designed to fully engage program fellows, potential recruits, as well as partners in the organization's work and all programming operations. The Program Manager will be responsible for regularly evaluating organizational efficiency and making necessary changes to maximize New York program productivity.

**Responsibilities Include:**

- Communicates regularly with LOC Fellow, alumni, and prospective program candidates about activities/programs
- Codify program processes, including working to operationalize the Leaders of Color New York three-year strategic plan
- Manage planning, logistics, outreach, and communication for chapter events alongside National Director of Operations
- Identify opportunities for additional LOC NY expansion and engagement
- Provide consistent support and thought leadership to New York Director
- Design and implement innovative operations for the LOC New York program
- Assist in establishing policies that promote culture, growth mindset and vision
- Communicates regularly with LOC Fellows, alumni, and prospective program candidates about ongoing and upcoming activities and programs

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- Create and manage Member outreach programs alongside National Leaders of Color team
- Responds to LOC members and partner inquiries
- Conducts research for various projects such as campaign laws and vendor acquisition
- Provide ongoing relation management and development/fundraising support to the New York Director
- Work with coalition members and partners to plan and execute joint events as needed
- Other duties as assigned

## **Skills and Qualifications:**

- Proficiency in Spanish strongly preferred
- Exceptionally strong written and verbal communication skills
- Expert attention to detail and organization
- Possess strong problem solving and time management skills
- Broad understanding of the diverse functions of campaigns, advocacy programs and programing
- Strong foundation of relationships with a broad cross-section of the Democratic Caucus is preferred
- Self-motivation and the ability to anticipate and prevent problems, as well as tracking multiple ongoing projects and requests
- Strong commitment to DEI and teamwork
- Possess the initiative to work independently, follow through on all projects, and pay close attention to detail
- General understanding of VAN, NGPVAN, ActBlue, and other advocacy and campaign tools preferred
- General understanding of local, state, and Federal campaign election law, and compliance.

**Compensation:** Competitive salary, commensurate with experience. DFER is proud to offer excellent benefits: health and dental coverage; life insurance; short- and long-term disability; 401K with a match plan; flexible spending/benefits plan; holidays and vacation.

**Commitment to Diversity:** DFER seeks individuals from all backgrounds to apply for this position. DFER continuously ensures that an equity lens and a specific focus on diversity, equity, and inclusion is present in each aspect of our work and embedded into our organizational fabric.

**How to Apply:** All applications are held in strict confidence. Interested applicants should send resume and cover letter to: [hr@dfcr.org](mailto:hr@dfcr.org).

**Location:** Candidates for this position must be based out of, or live within daily commuting distance, to New York City.

**Travel:** 20%