

# LEADERS OF COLOR

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

**Reports to:** National Director, Leaders of Color

**Travel required:** 20%

## **ROLE OVERVIEW**

The Leaders of Color DC Program Manager is responsible for advising on and executing the programming goals, supporting program fellows and alumni on civic engagement and political efforts. The Leaders of Color DC Program Manager will work directly with the DFER DC State Director and Leaders of Color National 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 LOC DC program productivity. Candidates for this position must be based out of, or live within daily commuting distance, to DC.

## **WHO WE ARE**

Democrats for Education Reform (DFER) is a national political organization that supports elected Democrats and candidates for office who seek to expand policies and practices that work well for America's students and confront those that do not. We are education progressives who prioritize students and families, especially low-income students and students of color who should be better served by our country's public education system.

DFER partner Education Reform Now Advocacy (ERNA) is an advocacy group that advances education reform measures through empowering community leaders to support our legislative and political advocacy work. ERNA keeps constant pressure on legislators to champion high-quality public education.

DFER partner Education Reform Now (ERN) is a nonpartisan think tank that promotes increased resources and innovative reforms in K-16 public education, particularly for students of color and students from low-income families.

## **ABOUT LEADERS OF COLOR**

Leaders of Color will engage leaders with strong community ties, 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 supportive services. The Leaders of Color Training Program in DC is the launch of our long-term development to unapologetically usher in a new, bold group of BIPOC (Black, Indigenous, and People of Color) civic leaders.

## **KEY RESPONSIBILITIES**

- Communicates regularly with Leaders of Color fellows, alumni, and prospective program candidates about activities/programs

- Codify program processes, including working to operationalize the Leaders of Color DC program
- Manage planning, logistics, outreach, and communication for chapter events alongside the Leaders of Color Deputy Director of Operations
- Identify opportunities for additional Leaders of Color DC expansion and engagement
- Provide consistent support and thought leadership for program
- Design and implement innovative operations for the Leaders of Color DC program
- Assist in establishing policies that promote culture, growth mindset and vision
- Create and manage member outreach programs alongside National Leaders of Color team
- Responds to Leaders of Color members and partner inquiries
- Conducts research for various projects such as campaign laws and vendor acquisition
- Provide ongoing relation management and development/fundraising support
- Work with coalition members and partners to plan and execute joint events as needed
- Other duties as assigned

### **QUALIFICATIONS**

- 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**

Democrats for Education Reform welcomes applications from all, and strongly encourages women, people of color, people with disabilities, immigrants, refugees & LGBTQ people to apply for this position. We are committed to maximizing the diversity of our organization and recruiting a team that reflects the diversity of Louisiana students.

### **HOW TO APPLY**

All applications are held in strict confidence. Interested applicants should send resume and cover letter to [democrats-for-education-reform@jobs.workablemail.com](mailto:democrats-for-education-reform@jobs.workablemail.com). References will be requested in the later stages of the selection process.