

LEADERS OF COLOR

ROLE: Program Manager, Leaders of Color Memphis

LOCATION: Memphis, TN- candidates for this position must live in, or within daily commuting distance to, Memphis and must be able to travel approximately 20% of the time

START DATE: Immediate

REPORTS TO: Deputy Director of Program Operations, Leaders of Color

ROLE OVERVIEW

The Leaders of Color Memphis Program Manager is responsible for advising on and executing programming goals while supporting program fellows and alumni on the full spectrum of civic engagement. The Leaders of Color Memphis Program Manager will implement a program, aligned to national priorities, designed to fully engage program participants, potential recruits, and 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 the productivity of the Memphis program.

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:

The Leaders of Color program is an initiative that identifies, trains, and supports community-based Black and Brown civic leaders, empowering them with the tools and resources to advance educational equity and the broader cause of racial justice.

In 2018, we launched Leaders of Color in Memphis, TN with a cohort of 15 Black and Latino community leaders. Since inception, the program has graduated 116 leaders in Memphis, New York, and New Orleans.

KEY RESPONSIBILITIES

The Program Manager, Leaders of Color Memphis will:

- Manage planning, logistics, outreach, and communication for chapter events alongside Deputy Director of Program Operations
- Communicate frequently with Leaders of Color Fellows, alumni, and prospective program candidates about ongoing and upcoming activities and programs
- Codify program processes, including increasing local and county wide program visibility
- Identify opportunities for additional Leaders of Color Memphis engagement

- Provide consistent support and thought leadership to Deputy Director of Program Operations and National Leaders of Color staff
- Design and implement innovative operations for the Leaders of Color Memphis program
- Assist in establishing policies that promote culture, growth mindset and vision
- Create and manage Member outreach programs alongside National and Regional Leaders of Color team
- Respond to Leaders of Color members and partner inquiries
- Conduct research for various projects such as campaign laws and vendor acquisition
- Provide ongoing relationship management and development/fundraising support
- Work with coalition members and partners to plan and execute joint events as needed
- Work with Alumni Engagement Coordinator to consistently engage and support program alum through programming, coaching, etc.
- Manage relationships with key stakeholders and organizational partners, assessing the application and selection processes to ensure a pool of vigorously vetted applicants
- Conduct ongoing evaluation and analysis of the impact of our work through surveys and regular engagement with fellows and alum
- Complete other duties as assigned

WHAT WE'RE LOOKING FOR

The ideal candidate will possess the following qualifications and skills:

- Expert attention to detail and organization
- Exceptionally strong written and verbal communication skills
- Strong problem solving and time management skills
- Broad understanding of the diverse functions of campaigns, advocacy programs and programming
- 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
- Initiative to work independently, follow through on all projects, and pay close attention to detail
- Campaign experience preferred
- 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. LOC is proud to offer excellent benefits: cell phone reimbursement, health, vision, and dental coverage; flexible spending plan; life insurance; short-and long-term disability insurance; 401K plan with a match plan; flexible spending/benefits plan; paid family leave; paid time off (sick time; all National holidays; a week off around the winter holidays) and paid vacation.

Commitment to Diversity: LOC 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 students living in communities we serve.

How to Apply: Please apply as soon as possible, even if you are not available to start immediately. All applications are held in strict confidence. Interested applicants can [apply here](#). References will be requested in a later stage of the selection process.