

LEADERS OF COLOR

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

Location: Must live in NYC, or live within daily commuting distance to NYC; travel ~20%

Start Date: Immediate

Reports to: Deputy Director of Program Operations, Leaders of Color

About 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.

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 Leaders of Color 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 Leaders of Color National program alongside DFER New York 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:

- Communicate regularly with LOC Fellows, 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 with support from LOC National Director of Operations
- Identify opportunities for additional LOC NY expansion and engagement
- Provide consistent support and thought leadership to guide Leaders of Color New York
- Design and implement innovative operations for the LOC New York program
- Assist in establishing policies that promote culture, growth mindset and vision
- Communicate regularly with LOC Fellows, alumni, and prospective program candidates about ongoing and upcoming activities and programs
- Create and manage Member outreach programs alongside National Leaders of Color team
- Respond to LOC members and partner inquiries
- Conduct 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

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- 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
- 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
- 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

The salary range for this position is \$90,000-\$100,000 and commensurate with experience. DFER is proud to offer excellent benefits: 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 (vacation, sick time, and all National holidays).

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

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 the students we work on behalf of.

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 candidates should [apply here](#). References will be requested in a later stage of the selection process.