



## Position Description

<b>Position Title:</b>	Lead For Kansas Program Manager
<b>Reports To:</b>	Lead For Kansas Executive Director
<b>Classification:</b>	Part-Time (Full-time is possible for right candidate)
<b>FLSA Status:</b>	Hourly Non-Exempt (Salaried exempt if full-time)
<b>Direct Reports:</b>	

### **ABOUT LFA**

Lead For America is a nonprofit that exists to ensure that our nation's most dynamic and diverse leaders are working on our communities' toughest challenges. To that end, LFA helps outstanding young people become civic leaders, particularly in their hometowns and states. In our flagship two-year paid Fellows program, we've funded and placed over 100 Fellows in newly created positions in their home communities since 2019, and plan to have 100 additional Fellows starting in August 2021. Along with our Fellows program, we have placed 150+ Summer Fellows, launched 10+ college chapters nationwide, and incubated five state and regional affiliates to date.

### **WHY WE'RE HIRING**

Lead For America is about to begin a period of tremendous growth. From the organization's founding in late 2018, we have placed 100+ Fellows in 24 states, raised several million dollars from public, private, and philanthropic partners, and are now operating 5+ state and regional affiliates. By the end of 2021, we expect to grow from 16 full-time employees to 25, which will put us in position to significantly expand our fellowship and education programs, while also investing in deep place-making work in "demonstration cities" to build comprehensive talent and civic education strategies in distressed communities.

We are looking for team members who are excited about being a part of this growth and helping shape a nationwide movement that will be enlisting thousands of young leaders every year. We are seeking people who will see this role as a path to leadership development and professional growth. The right team additions will feel energized and excited by enormous responsibility and opportunities for creative autonomy and must be disciplined, self-motivated, highly organized, and have excellent oral and written skills.

Recently, to embody our values and best serve communities struggling with Brain Drain, we relocated our headquarters to Dodge City, Kansas (to learn more about our planned work in Dodge City, see [here](#)). Because we hope that all of our staff members will be actively involved in community building efforts, for most roles we are prioritizing hires for people who are willing to live and work in Dodge City, or are able to spend a significant amount of time there each month, after the pandemic is over. We understand that not everyone can relocate and still welcome applications from those applying to work from anywhere in the country (also, note that positions that allow or require working outside of Dodge City will note that

in the position summaries).

## **POSITION SUMMARY**

The Program Manager (PM) is a core part of catalyzing community change through our Fellowship program. Program Managers operate as navigators and advisors to our Fellows and community partners in support of community revitalization. Through conversations with Fellows and Host sites, rigorous program design and implementation, and a practice of bridge-building and values-accountability for both Fellows and hosts, the PM plays a critical role at every stage of our theory of change. Program Managers have four distinct responsibilities: 1) supporting and coaching our Fellows out in the field in both their primary project scopes and broader entrepreneurial community development expectations, 2) working with our community partners to ensure positive impact, 3) supporting the design and managing the implementation of the fellowship experience throughout the two years and beyond, and 4) ensuring rigorous systems accountability for smooth program operation.

This role will likely require 20 hours/week, but depending on the size of the first cohort of LFKS Fellows beginning in July 2021, this role may become a full-time position. For the right candidate, a full-time position may also be available.

## **ESSENTIAL FUNCTIONS**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.*

### **Fellow Support (35%)**

- Lead all day-to-day program operations including providing direct support of Fellows and hosting organizations.
- Support, coach, and mentor Fellows through monthly check-in calls to live into LFA's core values, spark more robust community transformation, and connect Fellows and hosts to key resources to support these efforts.
- Design and facilitate "envisioning meetings" that lay the groundwork for success throughout the Fellowship.
- Maintain frequent communication with Fellow cohort.

### **Host Partnerships (25%)**

- Facilitate quarterly check ins with Fellows and Community Partners to gather learnings and ensure a positive experience for the LFA community.
- Build strong channels of reporting and communication between LFA and hosting communities to ensure grant compliance and strong grant reporting. If LFKS receives an AmeriCorps grant, this will include liaising with the National operations and finance team to ensure programmatic compliance.
- Work with Community Partnerships Managers to design rigorous host training and onboarding, connecting hosts with key resources through LFA.

### **Community Support (25%)**

- Work with Community Partnerships Manager to map regional assets and connect Fellows and community partners to relevant local resources.

- Design and facilitate ongoing opportunities for Fellow support and learning including regional “pod” calls and meetings, ongoing virtual training opportunities, fellow-led support options, etc..
- Support LFKS Executive Director in designing, coordinating, and facilitating biannual retreats and annual training.
- Cultivate partnerships with training partners (universities, organizations, local government associations etc).

### **Systems + Operations (15%)**

- Work with the National programs team to refine rigorous program management systems + maintain the smooth and rigorous operation of the Fellowship.
- Ensure Fellow compliance with evaluation needs + programmatic requirements (listening tour, evaluations, etc).
- Manage logistics for meetings, webinars, trainings, retreat logistics etc. for Fellow convenings (booking lodgings, transportation, etc).
- Support with the design and delivery of evaluations, monitor and report on results, work with LFKS Executive Director to iterate on program design, and ensure tight feedback loops between Fellows and LFA.
- Manage the LFKS section of the Luminary Network, LFA’s virtual community platform, to coordinate communications, assignments, learnings, additional opportunities, etc. amongst the Fellow cohort while ensuring alignment with LFA’s values.

## **QUALIFICATIONS**

### **Education**

BS degree in Business, Finance, Non-Profit Administration, or related field required; MBA preferred.

### **Experience**

2+ years experience in program design, facilitation, and direct support experience within a civic-minded, non-profit organization required. Must have experience leading conversations across lines of difference including across opposing ideologies, identities, and backgrounds, coaching and/or mentoring, and empathic listening skills.

Experience designing curriculum and/or stewarding community development initiatives is preferred.

### **Knowledge, Skills, and Attributes**

- Mission/Vision: able to support and articulate the organization’s mission, goals and objectives in a positive and inspirational manner.
- Strategic Vision and Agility: ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- Operational Management: understanding of strategic planning, finance, systems, HR, and risk management, and ability to recognize and align effective business partnerships to support each where needed; manage confidential information with discretion and care.
- Communication: relate well with all types of people; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results, and the ability to compellingly convey a vision.

- Leadership: effective capacity for managing and leading people and scaling up organizations; ability to connect staff on an individual- and team-based level; capacity to impose accountability, develop and empower leaders from the bottom up; cultivate entrepreneurship and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- Results-Oriented: mindset for exceeding goals; high standard for excellence and attention to detail; ability to balance the delivery of programs against the realities of a budget; provide accurate results that are well thought-out and complete; exhibit high standard for excellence and attention to detail.
- Capacity Building: ability to effectively build organizational and staff capacity, selecting and developing highly qualified team members and the processes that ensure the organization runs smoothly.
- Action Oriented: strong work-ethic; ability to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

### **SALARY RANGE**

For the sake of clarity, we provide information about the minimum and maximum salaries we can provide at this time. Starting salary is dependent on role, experience level, and cost of living of the job location for positions where there is geographic flexibility. Based on these factors, the below salary range is subject to vary considerably. Note that salaries are expected to rise over time with inflation and the growth of the organization.

In the first year of the affiliate, the salary will be collectively agreed upon by the Executive Director and the LFA CEO and COO. After the first year, an annual salary will be recommended by the affiliate's local Board of Advisors, which will be subject to approval from the LFA CEO and National Board of Directors.

The below salary range for the first year is subject to vary based on the unique background of each candidate. Note that salaries are expected to rise over time with the growth of the organization.

Minimum annual starting salary (assuming minimum required experience met): \$45,346

Maximum starting salary (assuming 30+ years of related experience): \$68,019

### **BENEFITS**

This position includes a retirement plan, health insurance, 15 days PTO (with increasing PTO over time), 12 weeks of parental leave (including the first 4 weeks paid), and a \$750 annual professional development allowance. For full benefits, see our Benefits Overview available [here](#).

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

This position requires:

- Normal periods of sitting, standing and walking, typically in an office environment.
- Type/enter data on keyboard.
- Normal vision and hearing (with or without correction).

- Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

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**Acknowledgements:**

*All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirement and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*