



### **Leadership Broward Foundation Inc. – Manager, Leadership Programs**

Job Title: Manager, Leadership Programs  
Department: Programs  
Reports to: Executive Director  
Status: Full time, exempt

**General Description:** Manager, Leadership Programs will be responsible for the operational success of the leadership programs, including Leadership Broward, Youth Leadership Broward, and Women Leading Broward. Work as a team in procuring participants and sponsorship for the programs. Work with the team in supporting mission related events throughout the year.

#### **Primary Responsibilities:**

- Program operations - For adult and youth programs, will ensure quality control and evaluation, lead participant recruitment efforts, ensure program days accomplish goals and objectives and recruit non-profits for community projects.
- Program volunteers - For adult and youth programs, will recruit and manage volunteer teams to ensure quality delivery of programs to participants that are aligned with the organizational mission.
- Program sponsors - For adult and youth programs, will work with volunteers and development staff to help identify and secure program sponsors.

#### **Other Job Duties:**

- Work with Executive Director and staff to continually enhance leadership programs and deliver on program goals
- Develop and effectively manage program timelines to ensure timely completion of program deliverables
- Work with Executive Director and volunteers to prepare annual program calendar, themes, objectives and timelines
- Work with Core Program Committees to plan program day activities; will attend Core meetings
- Coordinate all program related logistics (including transportation, community locations and meals)
- Work directly with volunteer Community Projects Chair to recruit nonprofit organizations for community project opportunities, arrange nonprofit fair, match participants and assist with project execution, evaluations and communication
- Develop and update training manuals for volunteers and Program Day Chair binders
- Develop recruitment plan for all programs with a diverse population
- Maintain accurate program participant records
- Provide information and content for website
- Analyze and recommend new program opportunities that are aligned with organizational mission and are financially feasible and sustainable

**Education / Experience:**

- Bachelors in business administration, social services, liberal arts or related field
- Must have three years of experience in a nonprofit or corporate environment working in a program or development coordination role / project management /event planning
- Social media experience a plus
- Proficient in use of MS Office products
- Excellent organizational, administrative and interpersonal skills
- Event/People logistics
- Customer service skills, both in person and on phone
- Takes individual initiative but understands and promotes teamwork

**Environmental & Physical Demands:**

Physical demands include sitting and/or standing for extended periods of time, bending, lifting approximately 25 pounds, regular use of the telephone, copier, fax and computer.

Salary Range \$45,000 - \$50,000 depending on experience.

Please email resume to [programs@leadershipbroward.org](mailto:programs@leadershipbroward.org)

**About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

Facebook.com/StrategicPhilanthropy

Twitter: @StratPhil