



## **Leadership Florida – Southeast Region Program Manager**

**Essential Functions:** The Southeast Region Program Manager will work with local volunteer Leadership Florida members to plan, market, and produce programs designed to educate, engage and inspire a diverse, growing group of leaders in Southeast Florida. The Program Manager will work to encourage active participation by members in Leadership Florida activities, identify potential like-minded partners with whom Leadership Florida can collaborate regionally and statewide, and serve as the staff liaison for local region groups. The position will help raise funds, encourage re-enrollment in membership through dues sign up and general participation. The position is also responsible for creating reports, developing and monitoring budgets, planning events, creating marketing materials, organizing region meetings and conference calls, preparing agendas for meetings and calls, preparing Region Chairs for meetings, providing event registration assistance and follow-up correspondence. The Program Manager will also write articles on region activities for an e-cast newsletter and will be responsible for creating social media posts. This position reports to the Director of Member and Resource Development.

**Qualifications & Requirements:** Bachelor's degree preferred. To be successful in the role, the Program Manager must possess a wide array of technical and communication skills to deal effectively with key constituencies with whom he/she works, particularly volunteer leaders, sponsors, colleagues and vendors. The job requires both technical and leadership competencies, including:

- All aspects of meeting and event planning, including social media expertise
- Well-honed interpersonal skills, including ability to work in a highly collaborative fast-paced environment
- Excellent written and verbal communications skills, good judgment and attention to detail
- Strong time-management and organizational skills, including the ability to prioritize and juggle multiple tasks, and promoting process improvement
- Outstanding knowledge of MS Office, including Word, Excel, Outlook and PowerPoint, experience with AMS databases is a plus
- Physical requirements include sitting, reaching, driving, medium lifting, operating keyboard, ability to see and speak
- Driving is required for this position, and candidate must have reliable transportation, a current Florida Driver's License, proof of insurance and a good driving record.

**Location:** Primary work will take place in Miami-Dade, Monroe and Broward Counties, but occasionally will extend as far north as Indian River County. The majority of activity will be conducted from home or local office space in Miami-Dade County unless other accommodations are agreed upon, with frequent local travel and occasional travel to organization headquarters in Tallahassee.

Send Resume & Hourly Salary Requirements to: Christine Lucas, [clucas@leadershipflorida.org](mailto:clucas@leadershipflorida.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.

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