



Los Angeles Area
Chamber of Commerce

Job Description
Manager, Leadership Programs
Southern California Leadership Network

The Los Angeles Area Chamber of Commerce represents more than 1,600 member businesses in Los Angeles County. By being the voice of business, helping its members grow, and promoting collaboration, the LA Area Chamber seeks full prosperity for the Los Angeles region.

The mission of the Southern California Leadership Network (SCLN), an affiliated organization of the Chamber, is to develop a productive network of exemplary and diverse leaders in the business, government and community sectors who are capable of addressing the critical challenges facing the Southern California region. SCLN does this through its signature Leadership Fellowships, continued leadership development opportunities for alumni and other convenings to promote lifelong leadership learning and connectivity.

Position:

The Manager, Leadership Programs is part of the Southern California Leadership Network (leadership programs division of the Los Angeles Area Chamber of Commerce) and reports to the Executive Director of SCLN (who also holds the position of Vice President of Leadership Programs, L.A. Area Chamber). This is a full-time (40 hours/week), salaried, non-exempt position with full benefits, including paid sick leave, vacation, 401(k) participation, health, vision and dental.

Job Description:

- Manage and oversee the implementation of all SCLN Leadership Fellowships (Leadership L.A., Leadership Southern California, and California Connections), including researching trends and current events relevant to curriculum; identifying guest speakers and preparing them for seminars and/or conferences; framing presentations and discussions; facilitating and moderating seminars; and conducting site visits
- Evaluate program outcomes and direct program content that is timely and relevant based on participant feedback, current events, and trends in leadership development
- Develop and innovate leadership development initiatives and collaborate with SCLN team to establish new alumni activities
- Interface with volunteers, the SCLN Curriculum Committee and/or ad hoc committees to execute program goals
- Oversee the SCLN Leadership Fellowship recruitment and selection process
- Interface and negotiate contracts with program-related consultants
- Support Executive Director's fundraising initiatives and SCLN events as requested
- Manage, liaise and execute contract requirements with strategic partners, including the German Marshall Fund of the United States and the National Urban Fellows

- Edit and provide feedback on SCLN communications as needed – including monthly newsletter, email blasts, SCLN website and social media profiles
- Attend SCLN Board of Directors’ meetings, and provide progress reports to the Board as needed
- Attend L.A. Area Chamber managers’ meetings
- Perform additional tasks as required or assigned

Requirements:

- Bachelor’s degree in education, public policy, organizational leadership or other relevant field required, master’s degree preferred
- 5 or more years professional experience in nonprofit, public policy, program development and/or related field required
- Hands-on expertise in curriculum development and planning and managing training seminars
- Strong understanding of issues and trends shaping the Southern California region and the state, as well as current trends in leadership development theory and practice
- Experience in building strategic partnerships
- Demonstrated ability to clearly communicate (internally and externally) in both verbal and written communications
- Ability to provide excellent customer service and be a team player
- Strong personal and professional references
- Ability to manage multiple tasks and prioritize projects under deadlines
- Ability to produce a large quantity of work at high quality
- Working knowledge of current version of Microsoft Office

Interested candidates may submit cover letter, resume and salary requirements to the Southern California Leadership Network, email scln@lachamber.com. Please use the email subject line “SCLN Programs Manager”. No telephone inquiries please.