



Los Angeles Area
Chamber of Commerce

Job Description
Senior Manager, 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 Senior Manager, Programs is part of the Southern California Leadership Network team 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, 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 but not limited to:
 - Development of seminar agendas for all fellowships (SCLN facilitates an estimated 40 seminars per year)
 - Researching and directing content that is timely and relevant based on trends and current events relevant to curriculum, including issues affecting the county, region and state, trends in leadership development theory and practice, and participant feedback
 - Identifying guest speakers and preparing them for seminars
 - Identifying civic engagement opportunities relevant to each seminar, to be shared with participating Fellows
 - Supporting the Executive Director in facilitation and moderation of seminars
 - Conducting site visits to seminar locations
 - Managing established seminar project management tool, ensuring all activities meet agreed-upon deadlines
- Create and implement evaluative tools including surveys following each seminar, as well as new evaluative strategies and tools to measure the success of SCLN's overall programming

- Participate in the development and implementation of new programming
- Develop and innovate leadership development initiatives for SCLN alumni in collaboration with the Manager, Events, Communications and Alumni Engagement, and the SCLN team
- Interface with volunteers, the SCLN Curriculum Committee and/or ad hoc committees to execute program goals
- Support the fellowship recruitment and selection process in collaboration with the Coordinator, Administration and Recruitment
- Interface and negotiate contracts with program-related consultants
- Support Executive Director's fundraising initiatives and SCLN events as requested
- Support development of SCLN communications as needed, including monthly newsletter, email blasts, SCLN website and social media profiles, in collaboration with the Manager, Events, Communications and Alumni Engagement
- 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, as well as 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
- Knowledge of civic engagement methodologies including nonprofit boards, commissions, running for public office and pro bono/skills-based service
- 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
- Excellent working knowledge of current version of Microsoft Office; ability to learn other database and customer relationship management systems

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.