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## Program Manager

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The Program Manager is responsible for providing facilitation and oversight of programs across all program functions in a busy nonprofit setting. The Program Manager works with the Community Engagement & Impact team and committees to ensure that programs meet the standards and expectations of the membership and help to fulfill the mission of the organization. Work hours support the programming calendar including weekends and evenings. **The Position is a full time, non-exempt, position and reports to the Director of Programs & Community Impact.**

### **About Leadership Tulsa:**

For 48 years, Leadership Tulsa has been fueled by an idea. An idea that talented people from many different backgrounds and viewpoints, who share a love for Tulsa, can come together to build knowledge, skills and connections in service to this community. Our alumni are serving in every sector of this community and giving of their time through public, nonprofit and professional service. Our focus is to identify, develop and connect diverse leaders to impact our community through service. We do this by providing programs, workshops and platforms of connection, personal development and community leadership.

### **Focused Responsibilities:**

**The Program Manager will spend their time as a member of the Community Engagement & Impact Program team. This position will be focused on the successful recruitment, implementation and retention of Leadership Tulsa cohort programs**

- Authors & delivers workshops, experiential learning activities, and develop trainings.
- Work in large and small group settings to support individual and cohort development through facilitating team and skill-building activities, observing and monitoring group dynamics, providing feedback and coaching, and offering practical and emotional support through informal mentoring relationships.
- Assist with logistics including materials preparation, set-up, and clean-up for orientation, training sessions, and other program activities.
- Modify existing curriculum to meet the unique needs of our membership and in alignment with programmatic goals and outcomes.
- Collaborate with and support Community Engagement & Impact Program team and volunteers who will assist with training, program planning and general administrative tasks.
- Manage catering, logistics and speaker communication for program class days.
- Plan and implement recruitment and outreach activities
- Prepare and analyze program evaluations and survey data.
- Coordinate communications and correspondence for current programs
- Support Leadership Tulsa (LT) team with the internal and external communications dedicated to the recruitment efforts of all LT programmatic offerings
- Represent Leadership Tulsa at networking and community events

To apply send resumes to [kendall@leadershiptulsa.org](mailto:kendall@leadershiptulsa.org)

**Qualifications:**

**An ideal candidate will be an equity-minded, connector of people and resources who will hit ambitious goals that support the delivery of effective and relevant leadership development programs.**

We're seeking creative problem-solvers who excel in relationship-building, are results-oriented, have strong project management and training/facilitation skills.

You should have:

- A track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders
- A demonstrated commitment to meeting a high bar and a history of getting things done in the face of competing priorities
- Excellent interpersonal, verbal and written communications skills
- Experience in planning and implementing education/training programs based on listening and understanding divergent community input
- Experience in supporting organization's diversity, equity and inclusion objectives and actively engaging in communication that respects diverse leaders, organizations, and community at large to ensure success of program; ability to demonstrate appreciation of different cultures, backgrounds and experiences.
- An ability to present material in an engaging and relevant manner to a range of external audiences with diverse communication needs while maintaining authenticity and credibility

Knowledge of critical social and political issues facing Tulsa's leaders and prior experience in nonprofits are both plusses but are not requirements.

**Compensation depends on experience and is highly competitive. Leadership Tulsa is an equal opportunity employer, and we make a particular effort to recruit people of diverse communities to apply for open positions.**