



Program Operations Manager

The Program Operations Manager is responsible for providing facilitation and oversight of our Learning Management System (LMS), evaluation of all programs, and the nonprofit Board Collaborative in our organization. The Program Operations Manager works with the Director of Programs, programs team and committees to ensure that programs and program evaluation meet the standards and expectations of the organization to deliver quality programming. 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.**

About Leadership Tulsa:

For 50 years, Leadership Tulsa has been fueled by an idea. It is 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 Operations Manager will spend their time creating and implementing processes, managing daily operations, and planning the implementation of program evaluations. Also, assisting in the expansion, facilitation, and continuous improvement of all Leadership Tulsa programs.

- The Program Operations Manager will spend their time as a member of the Programs team. This position will be focused on the successful implementation, communication, and logistics of Leadership Tulsa cohort programs.
- Authors & delivers workshops, build out of our Learning Management System, and collaborate with stakeholders for Board Collaborative.
- Manage operations, logistics, event planning, and vendor and speaker communications for programs
- Prepare and analyze program evaluations and survey data
- 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

Qualifications:

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

You should have and/or be:

- Highly organized and creative
- Experience with implementing classes or programs on a learning management system platform
- A track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders
- Diverse perspectives and healthy disruptions are how we thrive in our community and in our workplace. Experience in supporting an organization's diversity, equity and inclusion objectives and actively engaging in communication that respects diverse leaders, organizations, and the community at large to ensure the success of programs; ability to demonstrate appreciation of different cultures, backgrounds, and experiences.
- A demonstrated commitment to meeting a high bar and a history of getting things done in the face of competing priorities; ability to prioritize and execute multiple tasks
- Strong interpersonal skills coupled with highly effective written communication, verbal communication, and technical skills
- Ability to plan and implement education/training programs based on gleaning and understanding the needs and gaps of stakeholders
- Commitment to the organization's diversity, equity, and inclusion objectives and an appreciation of different cultures, backgrounds, and experiences
- Ability to present material in an engaging and relevant manner to diverse audiences while maintaining authenticity and credibility
- Strong attention to detail

Valuable, but not a requirement:

- Knowledge of critical social and political issues facing Tulsa's leaders and
- Prior experience in nonprofits
- Bilingual competency in Spanish and English

Starting Date:

Late summer 2023 with flexibility dependent on the candidate's timeline.

The pay scale is 45-50k and we offer a generous benefits package and operate in a flexible work environment. Leadership Tulsa is an equal opportunity employer, and we make a particular effort to recruit people of diverse backgrounds to apply for open positions.

To apply, please email a cover letter and resume to Kendall Trotter at kendall@leadershiptulsa.org with the subject "**Application for Program Operations Manager,**" by August 25.