

## **Program Manager**

### **About IGNITE**

IGNITE is unleashing the political power of young women. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations. We are a national, non-partisan 501c3. IGNITE programs and events are for all cis and trans women, as well as non-binary people who are comfortable in a space that centers the experiences of young women.

IGNITE staff are located across the country and work cross-functionally on regional and content-area teams. While this position reports to the Program Director and is part of the national office team, they will need to maintain positive, collaborative relationships with staff in other parts of the country and be comfortable collaborating virtually.

### **THE POSITION:**

The Program Manager will act as the primary support for the Programs team and is an integral player in ensuring high impact throughout IGNITE programs. The Program Manager will assist in strengthening program quality and outcomes. Reporting to the Program Director, the Program Manager will collaborate within the team and cross-functionally to ensure achievement of program goals; oversee execution, monitoring, and evaluation of program data; assist in the development of programmatic strategy; support foundation grant writing and reporting; and collaborate on community partnership initiatives.

### **RESPONSIBILITIES:**

- Under the direction of the Program Director, support all IGNITE programming efforts including trainings and events related to Campus, Fellows, and Advocacy work.
- Provide supervision for IGNITE Fellows, meeting with fellows bi-weekly individually to ensure they are meeting programmatic and project benchmarks.
- Provide supervision for IGNITE's advisory groups in California, Texas and other priority states, meeting with the groups on a monthly basis to ensure they are meeting programmatic and project benchmarks.
- With the Data & Impact Manager, develop evaluation methods and conduct program evaluations to ensure IGNITE's work is engaging, relevant, and meets the emerging needs of our participants. Oversee collection and analysis of program evaluation data.
- Ongoing review and development of program curricula and training materials.
- Lead trainings topics may include Government 101, Civic Engagement, etc. IGNITE will provide training on how to facilitate these sessions.
- Assist with campus chapter management, including communication with high school and college chapters.
- Lead outreach among the IGNITE community to drive attendance at trainings and events.
- Draft copy for programs-related landing pages, flyers, and other communication materials.
- Partner with the Development team to coordinate reporting required for programmatic grants.
- Support the cultivation of relationships with current community partners; support the evaluation of opportunities to expand external partnerships.
- Monitor trends, best practices, government actions, and legislation pertaining to issue focus areas.
- Manage travel needs for IGNITE programs and participants.
- Travel: Travel to different IGNITE markets assist in hosting programs, visit Fellows and Program staff, and to meet program participants

**QUALIFICATIONS:**

- Bachelor's degree or equivalent experience preferred, degree in public policy, political science, nonprofit management, education or a related field a plus
- Prior policy and advocacy experience (2+ years)
- Prior program management experience (2+ years)
- Prior meeting planning or program admin/coordination experience preferred
- Prior supervision experience preferred
- Experience working in youth development organizations
- Advocacy, organizing, and community education experience required, with experience in electoral/issue campaigns or GOTV work strongly preferred. Digital organizing experience is a plus.
- Strong project management skills with prior experience managing complex and/or multifaceted programs with measurable successes and program growth
- Ability to lead and facilitate community education and engagement meetings
- Strong communication, administration, organization, coordination and analytical skills essential
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents
- Excellent verbal, interpersonal and written communication skills
- Computer literate, fully proficient with MS Office suite, above average knowledge and proficiency with social media applications (Facebook, Instagram) a plus
- Data-driven mindset and experience working with online voter files (ex: NGP VAN)
- An affinity for working with a culturally and politically diverse community
- Ability to physically bend, push, stand and walk; must be able upon occasion to move or lift approximately 25 pounds
- Extraordinary flexibility and willingness to adapt to new internal and external conditions

**Compensation:** Manager 1, \$62,000/annually

**Benefits:** IGNITE's benefits package includes medical, dental, and vision insurance; company-sponsored 401K plan; a generous holiday, PTO and sick package; and more.

**Classification:** Full-time, non-exempt, remote

**To Apply:** Please send a resume and statement of interest in PDF format to Elizabeth Castañón, Operations Director, at [elizabeth@ignitenational.org](mailto:elizabeth@ignitenational.org).

***IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.***

*IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.*