

IGNITE Regional Program Director - Southeast

About IGNITE

IGNITE is a movement of young women who are ready and eager to become the next generation of political leaders. 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 Structure

IGNITE has a national office that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on regional and content-area teams. While this position reports to the National Deputy Program Director, they will need to maintain positive, collaborative relationships with staff in other parts of the country and be comfortable collaborating virtually. The Southeast Regional Program Director will serve on the Programs Team and work in conjunction with state and national staff to advance IGNITE's mission.

This position will be based in Texas.

IGNITE is on course to grow rapidly over the next 5 years with a strategic focus on expanding our reach to impact thousands more young women each year, and increasing our overall budget to \$10M.

Position Description

IGNITE is searching for a seasoned Program Director with over 5 years of supervision, coaching and training experience. The Southeast Regional Program Director will lead the Southeast region to meet our national programmatic goals. They will be responsible for all hiring, training and supervision within the region, project manage events (in person and virtual) across the region and collaborate with IGNITE team and regional stakeholders to achieve and further IGNITE's mission. The Regional Program Director reports to the National Deputy Program Director.

IGNITE's Southeast region currently consists of: Texas, Alabama, Georgia, Florida, and North Carolina.

Supervisory Responsibility:

Directly: 5 - 8 employees

Indirectly: Up to 20 employees

RESPONSIBILITIES:

Overall Leadership: The Regional Program Director will ensure that IGNITE programs in their region exemplify the IGNITE mission and contribute to the sustainability of our organization. The Regional Program Director will work in partnership with program leadership to develop and implement an inclusive, empowering and mission driven culture to increase positive social impact.

Essential Responsibilities:

- *Supervision and Coaching of Staff:* Recruit, hire and supervise regional program employees; implement and oversee professional development and/or training for regional program staff and Fellows.
- *Program Design and Delivery:* Develop and implement programs to meet the needs of the IGNITE community that range from civic engagement to political leadership training via K-8, high school, college, training and alumni programming.
- *Program Implementation Strategy:* Research and identify cities for program expansion. Set up and train the region on the expansion planning process, which includes community mapping, assessing community needs, and organization and community institutions for potential partnership. Create and execute a program implementation strategy that expands IGNITE's presence in identified expansion cities.
- *Build and Sustain Partnerships:* Create a community outreach and engagement strategy for the region, sustain existing partnerships, foster new partnerships that promote IGNITE's programming and initiatives, and expand the region's political professional and elected network.
- *Data Collection:* Work closely with the Data & Tech Manager on reporting needs to ensure accuracy and data integrity for all programs.
- *Program Assessment and Improvement:* Contribute to program evaluation to assess programmatic impact, conduct program reports debriefing the team on programming highlights and challenges, and use data collected to advance programming.
- *Funding:* Collaboratively work with Regional Major Gifts Directors to fundraise for programming and ensure all grants are fulfilled. Provide monthly regional reports to support fundraising efforts regionally and nationally.

- *Project Management and Administration:* Ensure that national initiatives are disseminated and administered within the region. Lead programming within the programs team.
- *Travel:* Travel to different IGNITE markets to visit Program staff, Fellows and meet program participants.

Qualifications

- Extraordinary flexibility and willingness to adapt to new internal and external conditions
- Bachelor's degree or equivalent experience preferred, degree in public policy, political science, nonprofit management, education or related field a plus
- Prior program management experience (4 or more years)
- Significant and proven experience in coaching and managing staff nationally and remotely
- Significant and proven staff management experience, 4+ years preferred
- Willingness to manage a diverse team with different experiences and perspectives, and a commitment to helping them grow and succeed.
- Strong sense of ownership and initiative in own work and responsibilities
- Prior meeting planning or program admin/coordination experience preferred
- Experience working in youth development organizations
- Strong project management skills with prior experience managing complex and/or multifaceted programs with measurable successes and program growth
- Experienced decision maker with an eye toward solutions orientation
- 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, Twitter, Instagram) a plus
- An affinity for working with a culturally and politically diverse community
- Commitment to building and fostering a diverse, inclusive, and collegial workplace; multicultural competence and ability to work across lines of difference

Salary Range: \$80,000-95,000 base with medical/dental/vision benefits, 401K, and generous time off package.

To apply, please submit the following in PDF format to Amanda Conlee, Chief Operations Officer, at amanda@ignitenational.org:

- Recent resume
- Statement of interest

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.