



Program Manager Part-Time (20 hours/week)

Leadership Anne Arundel (LAA), a non-profit 501c3 organization founded in 1993, is the nexus of leadership and the premier leadership training and networking institute in Anne Arundel County. The mission of LAA is to provide people of diverse backgrounds with the education, resources and networks necessary to become successful proactive leaders. LAA has over 1600 graduates from its three (3) core programs. LAA graduates serve in leadership positions in public sector, private sector and non-profit organizations throughout the Baltimore-Washington metro area. For more information visit <https://leadershipaa.org>

POSITION SUMMARY

Collaboration is the name of the game with the small but mighty LAA Staff. We all do a bit of everything, and you won't be alone in program development, you will however be the engine that drives the momentum: keeping ahead of the calendar and managing all of the pieces; session planning, sponsorship development and management, recruiting, communications and metrics. Reporting to the President & CEO, the Program Manager works alongside the President & CEO, LAA Staff and member volunteers to support the organization's programs and events goals and objectives.

The successful candidate will:

- Possess a college level education or commensurate life experience.
- Demonstrate commitment to high ethical standards, personal performance and accountability.
- Commit to the mission, vision and philosophy of Leadership Anne Arundel.
- Balance strong individual initiative with contribution as a team member.
- Embrace the nonprofit culture and understand the "can-do" spirit required to manage multiple priorities.
- Bring their previous nonprofit/education experience to the position, such as experiential education, program coordination, fundraising, event coordination, marketing and communications.
- Be prepared to quickly assume "ownership" of their program assignments and function as an integral member of the LAA team.
- Approach their work with an entrepreneurial spirit and seek ways to improve or enhance existing processes and systems anticipating questions and developing solutions in advance and thinking and acting 'forward'.
- Be eager to learn and embrace new challenges.
- Take pride in efficient administration and execution of basic duties as well as the opportunity to be an integral part of a larger community-driven mission.

KEY RESPONSIBILITIES:

- Work collaboratively with LAA President & CEO and LAA Staff to drive momentum and member engagement for all facets of program session development for Flagship and Neighborhood Leadership Academy programs, including budgeting, recruiting, planning, marketing and reporting.
 - Including but not limited to scheduling with LAA Staff, Board Members and volunteers, drafting and/or reviewing agendas and coordinating with session facilitators and featured guests.



- Develop and articulate goals and outcomes for LAA Flagship and Neighborhood Leadership Academy programs.
- Work with LAA Staff and volunteers to design learning experiences which make participation in Leadership Anne Arundel programs unique and valuable to all participants.
- Conduct appropriate systematic evaluation to measure participant satisfaction and program outcomes.
- Incorporate evaluation and feedback from previous programs in ongoing curriculum and program design to maintain top quality program that meets the current needs of constituents.
- Participate in all Program Sessions for Flagship and Neighborhood Leadership Academy and regular LAA events (Signature, Alumni Development and Service)
 - Support, including but not limited to, setup, registration/member services, featured guest coordination and support, photography, online photo albums, social media posts (photo/video – posts and live).
- Assist the President & CEO with the program candidate recruitment and selection process
- Assist with Program Sponsor recruitment, fulfillment and coordination.
- Actively communicate the mission, vision and philosophy of Leadership Anne Arundel.
- Provide content and creative input for the LAA website, blog and online member community, social media accounts, and email messaging.
- Work with LAA Communications & Events Assistant to provide content for email and social posting
- Gather information regarding other Leadership programs. Stay current with Leadership trends, services, benefits, costs and positions relevant to industry growth.
- Oversee various committees; Encourage active participation from members.
- Seek opportunities to expand the brand and growth of the organization - community collaborations, presentations, media interviews, potential corporate sponsors, etc.; Assist when necessary
- Assist with Leadership Anne Arundel marketing and social media efforts
- Attend continuing education programs as deemed necessary.
- Other duties as assigned

WORK ENVIRONMENT, PHYSICAL REQUIREMENTS, AND OTHER DETAILS:

- Engages regularly with network of key leaders throughout government, for-profit, nonprofit and citizen community stakeholders.
- Works remotely and in-person at partner venues/locations across Anne Arundel County.
- Required in-person and/or virtual for regular LAA Programs, Events and Meetings.
- Flexible hours for remote planning work.
- Regular staff meetings on Zoom.
- Work at a computer in a stationary position for sustained periods of time.
- Must be available to attend after-hours and occasional weekend events
- Must have reliable transportation
- Occasionally required to work hours outside of a standard 8 AM – 5 PM schedule for special events and programs.

COMPENSATION

This is a part-time position, averaging 20 hours weekly. Work schedule may vary and may require occasional evenings, early morning and weekend hours. May occasionally require travel within the area. Compensation commensurate with experience and qualifications offered as follows:

- Flexible hours based on programming needs.
- Vacation time as agreed upon with and requested in writing from the President & CEO.



- Cell phone stipend.

ADDITIONAL INFORMATION

This position is not limited to a desk; the Program Manager may be on his/her feet for prolonged periods of time, prior to, during, and after leadership events. This job description is not a comprehensive and thorough listing of all job responsibilities required by the Program Manager. Responsibilities, tasks and projects may change at any time, with or without notice.

EQUAL EMPLOYMENT OPPORTUNITY

Leadership Anne Arundel provides equal employment opportunities (EEO) to all employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Resume and cover letter: kvshock@leadershipaa.org