

IGNITE Northeast Program Manager

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 Northeast Program Director, they will need to maintain positive, collaborative relationships with program staff in other parts of the country and be comfortable collaborating virtually. The Northeast Program Manager 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 the Northeast and will require travel within the region.

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 an experienced Program Manager with over 2 years of program management, experience working with college campuses, event planning, organizing and policy. The Program Manager will support the execution of the Northeast region to meet our national programmatic goals. They will be responsible for coaching and supervising our part-time Fellows stationed within the region; managing our college programs across the Northeast, coordinating regional conferences, and collaborating with the IGNITE team and regional stakeholders to achieve and further IGNITE's mission.

Position Description

Under the supervision of the Northeast Program Director, the Northeast Program Manager is responsible for:

- Providing supervision for the Fellows in the Northeast region.
- The administration of regional community councils and supporting college programs within the region.
- Leading the college chapters within the Northeast region in collaboration with the regional Fellows.
- Supporting the planning and execution of regional conferences and all other events and initiatives related to programming.

Supervise, Coach, and Mentor Fellows

- Provide coaching and supervision to Fellows in the Northeast region: Baltimore, MD; Boston, MA; Cleveland, OH; Columbus, OH; New York, NY; Newark, NJ; Philadelphia, PA; Pittsburgh, PA; and Washington, DC (2022-23, may adjust in future years)
 - Meet with fellows weekly individually to ensure they are meeting programmatic benchmarks.
 - Travel to visit Fellows within the region.
- Work with Fellows Manager to manage Fellows events and training needs, including but not limited to: ordering food, supporting connections with elected leaders and speakers, and more.
- Work with the Fellows Support Squad for overall national oversight of Fellows - operations, programmatic, and communications.
- Co-lead Fellow virtual and in-person training nationally and within the region.

Regional Programmatic Support**Program development and Expansion.**

- Organize resources and set up Fellow folders.
- Initiate the city expansion planning, complete mapping community landscape and political process.
- Identify target engagement areas.

Supervision and Coaching of Fellows

- Support Fellows with creating individual community engagement plans.
- Work with Fellows to establish annual goals for their community.
- Readjust Fellows work plans as needed.
- Support Fellows with program execution.
- Sustain Community Council programming through session planning and retaining members.

Political Professional and Elected Network Sustainability

- Host info sessions.
- Collect and disseminate resources from network.

- Connect Fellows with key people to engage in programming.
- Actively participate in community engagement opportunities on behalf of IGNITE.

College and High School Programming Sustainability

- Facilitate regional trainings to launch and close out programming.
- Ensure student leaders have access to IGNITE resources and upcoming events.
- Conduct monthly program highlights/reports.
- Create recruitment and engagement strategies.
- Support Fellows and student leaders with succession planning.
- Sustain relationships through intro meetings and quarterly check-ins.

National Programmatic Support**Work with the national team to execute national programmatic initiatives:**

- Support with the development and implementation of IGNITE the Vote activities.
- Support with the development and implementation of IGNITE the Capitol events occurring within the region.
- Support with the development and implementation of IGNITE Online virtual activities, events, and trainings.
- Support with the development and implementation of the national boards and commission strategy.

Travel

- Travel to regional and national events and programming.

Other Administrative Duties

- Maintain an accurate record of expenses related to the position.
- Provide monthly regional reports to support fundraising efforts regionally and nationally.

Qualifications

- Bachelor's degree or equivalent experience preferred, degree in public policy, political science, nonprofit management, education or related field a plus
- 2+ years of of program experience
- Prior meeting planning or program admin/coordination experience preferred
- Strong project management skills with prior experience managing complex and/or multifaceted programs with measurable successes and program growth
- 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

Salary Range: \$55,000-70,000 base with health benefits 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.