



Program Manager, NxGen & ExecGen

TITLE: Program Manager, NxGen & ExecGen

STATUS: Full-time, Exempt

POSITION: Reporting to the Leadership Columbus Executive Director, this full-time position provides leadership, administrative, organizational and execution support for the NxGen and ExecGen programs of Leadership Columbus. Days and hours of work are Monday through Friday with core business hours being held between 9:00 a.m. and 5:00 p.m. This position is currently hybrid with expectations for both in-person and remote availability. Because of this, the candidate must be local to the Central Ohio area.

RESPONSIBILITIES

Strategy

- Create annual planning calendar of program tasks and events, ensuring deadlines are met for program execution. This includes coordinating said calendar with the overall activities and programs of Leadership Columbus as a whole.
- Create and edit program objectives and expectations to Leadership Columbus team and recommend necessary adjustments to facilitators, curriculum, and budgets annually.
- Create annual recruitment strategy for NxGen and ExecGen, aligning recruitment activities with agreed upon goals for program enrollment.

Leadership and Management

- Recruit, schedule, and communicate with any coaches, facilitators, trainers, and/or mentors associated with the NxGen and ExecGen programs.
- Serve as the main point of contact for the NxGen and ExecGen programs for employer contacts, facilitators, mentors, coaches, vendors, nonprofits, and participants
- In collaboration with the Executive Director, execute approved recruitment strategy annually.
- Serve as the main convener and contact for the NxGen/ExecGen Advisory Committee.
- Provide all logistical execution for the NxGen and ExecGen programs including but not limited to:
 - Maintaining current list of contacts for recruiting purposes (employers, alumni, and sponsors, etc.).
 - Coordinate the update of online enrollment information.
 - Create and maintain a registrant tracking system each year complete with all necessary contact and demographic information.
 - Order all supplies, food, materials, etc. in a timely manner and in accordance with budget, arranging for deliveries, etc.
 - Execute all program days including Launch Events, monthly training sessions, workshops, and Capstone/Graduation Dinner (includes ExecGen final retreat).

Communications

- Seek to increase positive social interactions with program participants, thereby maximizing the experience for all.
- Document the activities of NxGen and ExecGen through photos and videos.
- Collaborate with other Leadership Columbus staff for the purposes of planning, idea generation, and team building.
- Create a plan for ongoing engagement with NxGen and ExecGen Alumni that aid in their ongoing growth and engagement with Leadership Columbus. This will be aligned with the organization's overall alumni engagement strategy.
- Communicate with NxGen and ExecGen participants clearly, concisely, and frequently regarding program requirements, due dates, and program details.

Financial

- Create/submit annual NxGen and ExecGen budget to Executive Director for review annually.
- Track all sponsorships, tuition payments, tuition assistance, and in-kind gifts associated with the NxGen and ExecGen programs
- Submit invoices to accounting partner for all vendors being paid that are associated with the NxGen and ExecGen programs.
- Ensure the NxGen and ExecGen expenditures are within the approved budget.

Culture

- Strives to embody Leadership Columbus' staff values: radical responsibility, compassion, integrity, rigor and being in service to one another

Great candidates should be able to achieve these and more in six to twelve months:

- Creating clear and concise plans of action using Office programs including Word, PowerPoint, Outlook, and Excel.
- Providing detail-oriented communication to the Executive Director while appreciating the bigger picture.
- Remaining highly organized while handling multiple priorities.
- Being able to think ahead to future deadlines and work backwards and figure out what needs to happen today to ensure those deadlines are met.
- Approaching every task, big or small, with the same level of excitement.
- Enjoying working in an environment where differences are celebrated, encouraged, and developed.

QUALIFICATIONS

- **Program Management:** Experience in planning, leading, and managing nonprofit programs, including coordinating with other staff to achieve desired outcomes, and tracking and reporting on progress to the Executive Director and NxGen/ExecGen Advisory Committee. Attention to detail and ability to manage multiple deadlines.
- **Entrepreneurial Spirit:** Takes initiative and actively seeks to deepen current and alumni relationships and to forge new ones. Self-motivated, proactive, and able to work independently.
- **Communications:** Skilled in creating credible written and oral communications for participants, vendors, partners, and staff. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences. Willingness to communicate openly with staff.
- **Collaboration:** Effective at working with others to reach common goals and objectives

- **Education:** BA/BS degree desired
- **Planning:** Strategic thinker with the ability to manage short term and long-term plans and goals, with a record of achieving results.
- **Mission:** Passion for the Leadership Columbus mission as well as a passion for leadership development.
- **Relationship and Results:** Proven ability to develop relationships with a diverse set of participants, embracing inclusion and celebrating differences. The ideal candidate will understand and embrace concepts around diversity, inclusion, equity, belonging, and anti-racism. Understanding that results are important and should be met without detriment to relationships.
- Proficient use of Microsoft Office Suite, specifically Microsoft Word and Excel. Experience with Neon and Salesforce a plus.

Salary: \$55,000

Hours: 37.5 per week; some evening events required throughout the year in addition to regular workdays.

Please submit your resume and cover letter to shannonlee@columbus.org. Please: no phone calls or visits.