



JOB DESCRIPTION:

LEADERSHIP DEVELOPMENT PROGRAMS MANAGER

ABOUT THE CALIFORNIA COALITION FOR RURAL HOUSING (CCRH): A statewide advocacy organization promoting the production and preservation of affordable housing in rural and urbanizing parts of California on behalf of a coalition of affordable housing builders.

PROGRAM SUMMARY: The Leadership Development Programs Manager is responsible for supporting the Director of Leadership Development Programs in the development and administration of CCRH's Internship Program and Rural Emerging Leaders Program. The programs are designed to attract, train and retain Black, Indigenous, People of Color to the rural California affordable housing development industry through structured leadership development programs. The programs operate on a yearly basis providing training in affordable housing development, guidance and mentoring support to participants. In addition, this position provides staff support to CCRH's Race, Equity, Diversity, Inclusion Board Committee focusing on efforts to deepen the organization's commitment to racial equity in our rural affordable housing field.

ACCOUNTABLE TO: Director of Leadership Development Programs
SALARY RANGE: Competitive Salary plus health, dental, vacation & sick leave benefits.
CLASSIFICATION: TBD

DUTIES AND RESPONSIBILITIES:

General Program Administration and Training Activities (25% time)

- Day-to-day program administration, and achieving overall program goals
- Develop and maintain Program annual schedule of events and activities
- Plan and implement annual Program activities, including but not limited to: Host organization/nonprofit sponsor and Intern/participant Orientation, Training Institutes and networking/reflection type activities, Rural Housing Summit intern plenary, leadership development workshops, and culminating ceremonies
- Manage project budgets, including income and expenses, including payments to interns and/or host agencies/nonprofit sponsors
- Support fund development activities, and leverage external resources
- Implement evaluation mechanisms for the programs to ensure that the programs optimize their efforts to achieve overall objectives
- Prepare regular update reports for the Programs' Advisory Committees, CCRH Board of Directors, and to funders as appropriate
- Other duties as requested

Recruitment and Placement (20% time)

- Conduct timely recruitment, selection, and placement of program participants and host/nonprofit sponsor agencies
- Develop application packets and recruitment materials
- Perform community outreach and market the Leadership Development Programs as appropriate, which includes updating and keeping materials and information current, developing and nurturing relationships with universities, nonprofits, and funders, developing and maintaining a data base of these key contacts.

Intern and Host/Nonprofit Sponsor Support (15% time)

- Keep regular communications with the program participants and Hosts/Nonprofit Sponsors via email, phone, virtual meetings, and occasional site visits , which may include providing updates on appropriate Community Development news, policy issues, or raising conversations with program participants that facilitates dialogues in shared virtual spaces and in email,
- Conduct periodic monitoring virtual meetings or site visits at participant placement host sites/nonprofit sponsors as appropriate.
- Assist with the development and refinement of participant work plans

Relationship Building (10% time)

- Establish and grow university and academic relationships to promote Leadership Development Programs
- Maintain on-going contact with program participants, host agency/nonprofit sponsor staff, and university partners
- Provide support to program participants' alumni networks
- Make public speaking presentations related to the leadership development programs to various bodies, including universities, funders, and CCRH membership

Strategic Planning and Integration (10% time)

- Provide staff support to statewide Leadership Development Programs' Advisory Committees and sub-committees that serve to provide input in to how the overall programs are implemented
- Participate in planning process with the Leadership Development Programs' Advisory Committees to develop long term goals, implementation guidelines, and participant selection criteria
- Advocate for and promote the programs to the fullest
- Periodically engage in activities that promote the programs as models for other states and organizations to replicate in other areas

Staff Support to Race, Equity, Diversity, Inclusion (REDI) Board Committee (10% time)

- Attend committee meetings, take notes and follow-up on action items
- Provide support to REDI consultants in coordinating workshops for Board and Staff
- Participate in workshops and strategic planning process to develop long-term goals, implementation guidelines, metrics and ongoing support

Shared Office and Communications Responsibilities/General Admin (10% time)

- Assist CCRH is accomplishing its overall mission
- Assist CCRH in improving internal and external processes for greater efficiency and effectiveness
- Assist in coordinating mission-driven activities and events
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in public policy, urban planning, social work, architecture, social science or related area and two years of work experience
- Demonstrated solid experience and commitment to working directly with programs to improve the quality of life for people of color, low-income communities and people of diverse backgrounds
- Experience in coordinating projects, activities or events in a neighborhood, or community context
- Understanding of nonprofit housing development processes and issues
- Sound fund development, public presentation, and grant writing experience
- Demonstrated professionalism, responsible, organized, able to manage multiple tasks, self-starter, uses sound judgment and analysis
- Excellent writing, communication, and public speaking skills
- Demonstrated ability to work effectively with all types of people, from university students to nonprofit Executives and program funders
- Must be computer literate in Word, PowerPoint, and Excel

Currently this position is remote from home, however, this position requires access to reliable transportation and ability for future travel in the Pacific West.

Salary Range: \$50,000 – \$60,000 annually.

Benefits package includes: health insurance (with vision and dental), retirement plan, and generous paid vacation and personal days. CCRH is an Equal Opportunity Employer and considers all employees and job applicants without regard to race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation or marital status, or any other status protected by the law.

This is a 3-year grant funded position

We strongly encourage people of color, people of diverse gender identities, women and LGBTQ+ persons to apply.

To apply, please send PDF of resume and a cover letter to Gisela@calruralhousing.org with the subject: LEADERSHIP DEVELOPMENT PROGRAMS MANAGER