

**TITLE:** Program Director

**REPORTS TO:** Executive Director

### **JOB DESCRIPTION**

Lee Family Office seeks a full-time Program Director to lead a team of three program staff to accomplish organization-wide program objectives including strategic grant making, candidate training, and research projects. The Program Director is a key member of the senior leadership team and works closely with the Executive Director on program-related priorities, opportunities, and challenges.

### **ABOUT YOU**

Our ideal candidate has at least ten years' experience in political organizations. Candidates should have exceptional research and writing skills, experience in project management, strong supervisory experience, a demonstrated interest in women's political participation, and a passion for mission driven work.

### **ABOUT US**

The Lee Family Office (LFO) manages administrative functions for Barbara Lee and provides staffing for the Barbara Lee Political Office (BLPO) and the Barbara Lee Family Foundation (BLFF).

The [Barbara Lee Family Foundation's nonpartisan research](#) on women running for executive office has been used by politicians, press, and practitioners for nearly two decades to understand the obstacles and opportunities for women running for office. Our expertise on women in politics has been featured in national press outlets from the *New York Times* to *Glamour*, *Politico*, and MSNBC.

The [Barbara Lee Political Office](#) is a leading resource for progressive women candidates. BLPO advances women's equality in American politics by recruiting, electing, and supporting progressive, pro-choice women candidates and building a pipeline of Democratic women Governors and U.S. Senators.

Barbara Lee has been named one of Boston's most influential thought leaders by *Boston Magazine*, and her reach is nationwide. Barbara Lee has helped elect 146 women in 32 states, including every sitting Democratic woman Governor and U.S. Senator.

### **JOB RESPONSIBILITIES**

1. Foundation Grant Making and Operating Projects
  - Manage relationships with staff of grant applicants, other foundations, and partner organizations
  - Review and evaluate letters of inquiry (LOI), analyze grant proposals, and make funding recommendations to the Executive Director and Principal
  - Coordinate grant reporting requirements and communicate with grantees to monitor reporting progress
  - Perform grantee evaluations and project assessments
  - Participate in planning, implementation, and distribution of Foundation research
  - Provide leadership and support on other Foundation operating projects, as directed

## 2. Events and Fundraising

- Oversee program-related event planning, including fundraisers and other events
- Manage general fundraising activities with Program team, including preparing fundraising materials for Principal, tracking fundraising progress and donor information, maintaining fundraising database and hard files, communicating with donors and campaigns, processing incoming donations, and managing logistics of activities and events
- Prepare final reports and assessments for fundraising campaigns and events

## 3. Political Research, Candidate Tracking, and Operating Projects

- Track, research, and interview incumbents and candidates running for U.S. Senate, Governor, Congress, elected office in Massachusetts, and others as requested
- Work with Executive Director and program staff to evaluate candidate viability, analyze contribution requests, facilitate decision making, execute contribution decisions and conduct follow-up
- Research key political organizations and state political landscapes and provide intel and recommendations to Executive Director and Principal
- Review and analyze political grant proposals; assess and evaluate political grants
- Collaborate on political contribution and grant making strategy
- Manage relationships with key partners at political organizations
- Manage candidate training program, to include candidate research and recruitment and conference planning, with support from Program Associate and oversight from Executive Director

## 4. Staff Management and Administration

- Supervise three full time staff members
- Support Executive Director and Principal in high-level strategy development and implementation
- Collaborate with senior staff team to lead strategy and build a positive working environment
- Attend political conferences and fundraisers with or on behalf of Principal. Staff Principal at political events, conferences, and other functions, as needed
- Interface with outside consultants and Family Office staff to ensure smooth execution of all business functions including scheduling, managing logistics, and coordinating special projects
- Oversee foundation and political databases and manage Database Associate staff
- Manage paper and electronic files on grantees, partner organizations, candidates, and other topics as needed
- Assist with Family Office administration as needed including mass mailings and phone reception

## **JOB REQUIREMENTS:**

- **Work Experience.** 10+ years of professional experience preferably at a related mission driven organization, political campaign, or government office. A comprehensive understanding of campaigns and campaign finance is strongly preferred. A track record of strategic project management and excellent research skills are essential. Strong command of Microsoft Word, Excel, and PowerPoint. Knowledge of CRM databases preferred.
- **Creative, Strategic Thinking.** Strong critical and strategic thinking abilities and attention to detail are required. Flexibility to juggle and prioritize multiple projects simultaneously and proven ability to think on your feet.
- **Management Experience.** Experience managing a team and ability to set and execute a strategy effectively are essential. Ability to foster and develop talent and supervise staff while managing up and being a key contributor to the senior leadership team.
- **Excellent Writing and Presentation Skills.** In depth experience and proven ability to distill complex concepts into clear and impactful points both written and orally. A deep understanding of analyzing and assessing grants and related complex and multi-tiered projects.
- **People Skills.** Experience working for a dynamic principal strongly preferred. Having a clear understanding of protocol, a high sense of integrity and discretion is absolute. Being a team player with a positive mindset who is a conscious collaborator and can remain calm under pressure.
- **Commitment to Mission-driven Work.** An interest in women's political participation and advancement is preferred. Willingness to travel and flexibility to work occasional evenings and weekends for related events.

Lee Family Office is committed to workplace diversity and inclusion and candidates from underrepresented communities are encouraged to apply. We are an equal opportunity employer and do not discriminate in hiring or employment. We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

## **TO APPLY:**

Send cover letter, resume, and reference list to:

Kelly Duda  
Director of Operations  
Lee Family Office  
131 Mt. Auburn St., Suite 3  
Cambridge, MA 02138  
[kduda@barbaralee.com](mailto:kduda@barbaralee.com)