

TITLE: Program Manager
REPORTS TO: Program Director

JOB DESCRIPTION

Lee Family Office seeks a Program Manager to take the lead on organization-wide program objectives including strategic grant making, candidate training, and research projects. This is a fully remote position, with regular travel to Cambridge/Boston area to attend meetings and events on behalf of the organization.

ABOUT YOU

Our ideal candidate has at least eight years' experience in political organizations, and experience working for an elected official is preferred. 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 197 women in 33 states, including the first woman Vice President and every sitting Democratic woman Governor and U.S. Senator.

JOB RESPONSIBILITIES

1. Foundation Grant Making and Operating Projects
 - Review and evaluate letters of inquiry (LOI), analyze grant proposals, and advise on funding recommendations to the Program Director, Executive Director, and Principal.
 - Coordinate grant reporting requirements and communicate with grantees to monitor reporting progress.
 - Perform grantee evaluations and project assessments.
 - Provide leadership and support on other Foundation operating projects, as directed.

2. Political Research, Candidate Tracking, and Operating Projects
 - Track, research, and, along with the Program Director, Executive Director, and President, interview incumbents and candidates running for U.S. Senate, Governor, Congress, elected office in Massachusetts, and others as requested.

- Work with the team to evaluate candidate viability, analyze contribution requests, facilitate decision making, execute contribution decisions, and conduct follow-up.
- Assist with researching political organizations and state political landscapes as requested by the Program Director
- Communicate with campaign staff regarding tracked candidates
- Provide support for a candidate training program, including candidate research and recruitment along with conference planning, logistics and execution
- Assess and evaluate political grants and political grantmaking strategy.

3. Staff Management and Administration

- Work closely with members of the Operations and Communications teams on cross-functional projects.
- Review and edit written materials from the Program team before submitting to the ED and/or President.
- In collaboration with the Program Director, manage annual program budgets for BLFF and BLPO. Work with the LFO accounting team to monitor and manage budgets on a daily basis.
- Oversee check request procedures and ensure that all programmatic grants are paid appropriately and on a timely basis.
- Interface with outside consultants and Family Office staff to ensure smooth execution of all business functions including scheduling, managing logistics, and coordinating special projects.

Manage paper and electronic files on grantees, partner organizations, candidates, and other topics as needed.

JOB REQUIREMENTS:

- **Work Experience.** 8+ years of professional experience, preferably at a related mission driven organization, political campaign, or government office. Experience working for an elected official or Principal is preferred. A comprehensive understanding of campaigns and campaign finance is ideal. 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 projects and ability to set and execute a strategy effectively are essential. Ability to supervise staff while managing up and being a key contributor to the overall 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. Ability to be 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. Flexibility to work occasional evenings and weekends for related events.

- **Access to a Secure Private Space to Work.** This is a fully remote role for an employee working and residing in Massachusetts. Candidate must have reliable access to high-speed internet with speeds greater than 5MB upload and 10MB download, a phone with reliable, and the ability to work independently for long periods of time.

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 & Administration
Lee Family Office
kduda@barbaralee.com