



**JOB TITLE:** Program Manager

**ORGANIZATION:** Chicano Latino Youth Leadership Project (CLYLP)

**STATUS:** Full-Time, 40 hrs/week (at-will/exempt)

**LOCATION:** Sacramento (with some travel to Los Angeles/Bay Area/Central Valley)

## **HISTORY and MISSION**

The Chicano Latino Youth Leadership Project, Inc. (CLYLP) was founded in 1982 and celebrated its 35th anniversary in 2017. The mission of the organization is to enhance and further develop the leadership potential of California's youth as they prepare to become the future leaders of our state and nation. The CLYLP seeks to fulfill its mission by accomplishing the following objectives: Strengthen students' knowledge of state and local politics; Emphasize the importance of cultural and family values; Inspire students to realize their academic and professional potential through individual and group interaction with business, community and political leaders; and encourage students to continue their education by attending college and providing them with the information they need to ensure success at the post secondary level. CLYLP's leadership training emphasizes the importance of culture, community, college and careers. To date more than 5,000 students have participated in CLYLP programs. The mission is to enhance and build the leadership potential of California's Chicano/Latino youth to build communities and create a stronger more prosperous state and nation. CLYLP programs connect young people with community volunteers, policymakers and professionals to:

- Motivate leadership and civic engagement by strengthening cultural identity, self-confidence and community connections.
- Open doors to academic achievement, career growth and leadership opportunities.

## **SUMMARY**

For this newly-created Program Manager position, CLYLP seeks a candidate who is passionate about Latino leadership development, who can work with youth, and who can effectively collaborate with broader leaders and elected officials in the state. The Program Manager will be the only paid staff of the organization. The Program Manager will assist the CLYLP Board President and the CLYLP Board of Directors in planning and leading the organization with accountabilities related to sponsorship management, fundraising, communications, and other responsibilities – administrative and otherwise. The Program Manager will be based in Sacramento, frequently work out of the CLYLP office near the State Capitol, and will lead and manage organizational initiatives while also provide logistical and

strategic assistance to the CLYLP President and Board. Responsibilities may include but are not limited to:

### **ESSENTIAL FUNCTIONS/JOB DUTIES**

- Represent CLYLP at major events, conferences and in-person meetings;
- Manage and coordinate outreach to prospective and current fundraising sponsors alongside CLYLP Board President and Board members;
- Assist CLYLP Vice President of Fundraising with maintaining CLYLP fundraising database;
- Develop and maintain relationships with external organizations, partners, focused on youth leadership development and/or higher education;
- Manage all contracts with outside vendors ensuring adherence to scope of work and timelines;
- Assist Board with management of volunteer infrastructure that executes CLYLP programs and some logistics/planning of 2-3 annual, regional fundraisers.

### **QUALIFICATIONS**

- Bachelor's degree;
- Familiarity/Interest in/experience with non-profits, a passion for youth leadership programs, preferably some fundraising experience;
- Must demonstrate ability to work independently and manage multiple projects with strong interpersonal skills to work effectively with a broad range of constituencies (e.g., board members, funders, students, volunteers);
- Experience working with individuals of diverse ethnic, social and educational backgrounds;
- Excellent oral and written communication skills; ability to make group presentations and facilitate group activities, as needed/directed;
- Ability to work effectively with minimal supervision, prioritize multiple tasks, manage competing priorities, meet deadlines—all with attention to detail;
- Superior computer and organizational skills with significant experience in Microsoft Office and Google Drive, Dropbox;
- Must be comfortable with raising money, seeking sponsorships for CLYLP events in Los Angeles, San Francisco, Sacramento, Fresno and other parts of the state. Able to confidently execute a fundraising outreach strategy;
- Bilingual; English/Spanish preferred;
- Alumni of CLYLP or past CLYLP volunteers strongly encouraged to apply.

### **COMPENSATION**

Annual salary will be commensurate with experience and qualifications in the range of \$45,000-\$55,000. CLYLP offers generous medical, dental, vision and retirement benefits.

### **APPLICATION PROCESS**

CLYLP will accept applications until February 9, 2018 or until the position is filled. Interested parties should forward, via email, a letter of interest and resume. Indicate “CLYLP Program Manager” in the subject line. Send email to: [staff-selection@clylp.org](mailto:staff-selection@clylp.org)

No phone calls please. CLYLP is an equal opportunity employer and encourages applications from qualified persons of every background.