

Program Manager Job Description

Social Justice Fund for Ventura County

The Social Justice fund for Ventura County (SJFVC) is a non-profit organization with the mission of promoting fairness, equity and human rights. The SJFVC strengthens social justice by empowering community members to create lasting change. Our key program is the Social Justice Fellowship where we fund emerging leaders. Emerging leaders have shown initiative with a project addressing a social justice issue in the County and have a financial need, which if addressed, can increase their impact in the community.

The SJFVC is looking for a program manager (PM). The PM plays a key role in ensuring the activities of the SJFVC have the impact on social justice and fairness in Ventura County called for in our mission. The SJFVC has existed for over 15 years and has provided over \$700,000 to individuals and organizations working for a more just and fair community. For further information please visit <https://socialjusticefundvc.org/>

Role Summary

The Program Manager (PM) reports directly to the Board of Directors (the Board). The PM has overall responsibility for the Social Justice Fund for Ventura County's (SJFVC) programs, fundraising, and the execution of its mission. Acting like a project manager, the PM works closely with an active board, manages action plans, and executes the Board's priorities in accordance with the SJFVC's mission and values. The PM ensures action plans are implemented.

The Board of the SJFVC is an active board, thoroughly involved in the necessary actions to accomplish its mission while focusing on its primary duty to uphold the core mission and values of the organization. Board members will collaborate with the PM in executing action plans and supporting fundraising and operations, as well as leading committees and coaching Fellows.

The PM and Board work together to develop objectives and goals aligned with the mission of the SJFVC. Each year the board and the PM reach agreement on specific objectives and goals for the PM as well as activities that board members will do in the tasks outlined below. The Board will collaborate with the PM in executing action plans and supporting fundraising and operations, as well as leading committees and coaching Fellows.

The program manager's role is a part time role working 25 to 30 hours per week. The work is done largely remotely using zoom with occasional in-person meetings with the board, Fellows and other stakeholders in Ventura County. Hours are flexible with board meetings one evening a month as well as 3 or 4 board retreats or donor events a year during the weekend.

Core Responsibilities *In the following core responsibilities, the PM works with the board members, volunteers and interns to ensure that the tasks below are completed.*

Fundraising

- Researches and seeks out potential sources of revenue and grants
- Facilitates the board or grant team to execute plans including setting up meetings, tracking progress and working with our grant writer
- Expands local revenue generating and fundraising activities to support existing programs
- Ensures ongoing fundraising plans (mass emails, presentations, events, etc.) are implemented
- Oversees all aspects of communications—from web presence to emails and social media postings to external relations with the goal of creating a stronger brand and raise funds.

Program Management

- Facilitates the development of our fellowship program via recruitment, selection and mentorship of fellows, and management of the process including but not limited to:
 - Meets with Candidates to coach them on LOIs (with board members)
 - Posts updated LOI instructions and forms on our website
 - Reaches out to communities and organizations for potential Fellow candidates
 - Administers the logistics of the Fellowship program such as obtaining Fellow bios, project elevator speeches, photos and signatures of Fellowship agreements from Fellows, as well as ensuring all Fellows have Lead Coaches
 - Organizes and schedules training linked to Social Justice Fellowship program in a timely manner (currently project Mgmt, grant writing and Community Organizing,
 - Conducts program assessment and evaluation
 - Organizes a public event to celebrate Fellowship achievements and fundraise
- Explores new programs and events that may align with SJFVC mission

Operations

- Organizes board meetings by developing agenda in concert with the Chair and Vice Chair
- Manages data entry, analysis, as well as the organization and storage of sensitive information (e.g. records, evaluation data).
- Organizes events such as strategic planning retreats, donor events, etc.
- Works closely and professionally with the Board Chair and Vice Chair by ensuring open communication and accessibility.

Preferred Skills

Below are the skills and activities the program manager may be called to engage in. No candidate is expected to master all these skills and activities but will collaborate with board members to reach the goals agreed upon.

- **Leadership and Strategic Vision:** Provide leadership to the organization, set strategic goals, and develop plans to achieve them, ensuring alignment with program goals for the Fellowship and the organization overall.
- **Program Development and Oversight:** Oversee the design, implementation, and evaluation of the Social Justice Fellowship Program. Develop curriculum, lead fellow selection process, coordinate mentorship/networking opportunities, and ensure program effectiveness.
- **Community Engagement and Partnerships:** Maintain relationships with stakeholders like community members, local organizations, and funders. Network, advocate, and collaborate to advance program goals and the organization's broader mission.
- **Organization and Program Advocacy:** Help serve as one of the spokespeople for the organization and advocate for social justice issues relevant to Fellows and the Fellowship Program. Engage in media relations and outreach to raise awareness and garner support for Fellows and the Fellowship program.
- **Board Relations:** Provide updates, seek input on strategic decisions, and facilitate board meetings in line with the organization's mission and objectives.
- **Monitoring and Evaluation:** Establish systems for tracking and evaluating the impact of the Fellowship Program. Collect data, measure outcomes, and make adjustments to enhance program effectiveness and accountability.
- **Strategic Partnerships and Collaborations:** Identify and pursue opportunities for partnerships and collaborations to broaden the reach and impact of the Social Justice Fellowship Program.
- **Event Planning and Execution:** Organize and execute events related to the Fellowship Program such as orientations, workshops, and networking sessions. Coordinate logistics, secure venues, manage registrations, and ensure smooth event operations.
- **Graphic Design and Basic Marketing:** Develop promotional materials, including newsletters, brochures, flyers, and social media graphics to use on social media and for events.
- **Computer skills:** Word, Excel, PowerPoint. Training in graphic design and Donorsnap, our donor data base, will be available.

The Social Justice Fund for Ventura County welcomes all candidates who have a passion for social justice, a desire to play an active role in helping to further social justice in Ventura County, can work independently, as well take initiatives to help us develop and grow our programs.

Interested candidates can contact Michael Teasdale at michael.teasdale1@gmail.com