

TITLE: Interim Senior Program Manager

REPORTS TO: Executive Director

JOB DESCRIPTION

Lee Family Office seeks an Interim Senior Program Manager to lead a team of program staff to accomplish organization-wide program objectives including strategic grant making, candidate training, and research projects. This is a five-month position, with the possibility of extending longer.

ABOUT YOU

Our ideal candidate has at least eight 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 193 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 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 President and Executive Director, interview incumbents and candidates running for U.S. Senate, Governor, Congress, elected office in Massachusetts, and others as requested.

- Work with the Executive Director and program staff to evaluate candidate viability, analyze contribution requests, facilitate decision making, execute contribution decisions and conduct follow-up.
- In conjunction with the ED, oversee political organizational giving process. Proactively research state landscape in target states and advise on priority states. Research organizations, review and analyze political grant proposals, manage political organizational budgeting, and advise ED and Principal on strategic funding recommendations.
- Assess and evaluate political grants and political grantmaking strategy.

3. Staff Management and Administration

- Work with staff to maintain equitable workloads and seek out more efficiencies among team members.
- 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 ED, 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/wire/DAF request procedures and ensure that all programmatic grants are paid appropriately and on a timely basis.
- Supervise full time Program Team staff members.
- 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 junior staff who handle data entry.
- Manage paper and electronic files on grantees, partner organizations, candidates, and other topics as needed.
- Assist with Family Office administration as needed including filing, organization, and mass mailings.

JOB REQUIREMENTS:

- **Work Experience.** 8+ 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 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. 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
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Cambridge, MA 02138
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