

**TITLE:** Program Associate

**REPORTS TO:** Program Director

### **JOB DESCRIPTION**

Lee Family Office seeks a full-time Program Associate to support Barbara Lee, the Barbara Lee Political Office and the Barbara Lee Family Foundation in the areas of strategic grant making, strategic support for women candidates, political fundraising, candidate tracking, event planning, and research projects. This position reports to the Program Director.

### **ABOUT YOU**

The ideal candidate has a demonstrated interest in women's political participation and three to five years' experience in non-profit or political organizations. Candidates should have strong skills in political research, strategic thinking, fundraising, and event planning, as well as excellent written and oral communication abilities.

### **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 over 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, pro-equality 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 173 women in 33 states, including every sitting Democratic woman Governor and U.S. Senator.

### **JOB RESPONSIBILITIES**

#### 1. Political Research and Tracking

- 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 Director 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 and execution

## 2. Events and Fundraising

- Liaise with campaigns on Principal's co-hosting responsibilities for political fundraising events
- Lead event planning as assigned by the Program Director, including venue selection, vendor coordination, budgeting, and agenda setting
- Coordinate 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
- Attend political fundraising events on Principal's behalf
- Staff Principal at events, conferences, and other functions as needed
- Collaborate on and review background documents to prepare Principal and Executive Director for events

## 3. Foundation and Personal Grant Making

- Lead discretionary grant process, with input from Program Director
- Oversee event invitation process for Principal and make recommendations about sponsorships and attendance
- Provide support on Foundation operating projects, as directed

## 4. Administration

- Supervise full-time Program Co-op Intern
- Organize and maintain electronic and hard files
- Collaborate with Database Associate and other staff members to maintain updated and accurate information in the database
- Assist with office administration as needed including mass mailings and phone reception
- Interface with Lee Family Office staff to ensure smooth administration of all LFO business including scheduling, events, and special projects

### **JOB REQUIREMENTS:**

- B.A. or B.S. degree strongly preferred
- 3-5 years of work experience in non-profit or political organizations or on political campaigns
- Strong critical thinking abilities with the capacity to problem solve and think logically
- Ability to juggle and prioritize multiple projects simultaneously
- Experience with events and fundraising
- Excellent research skills
- Outstanding written and oral communication skills
- Extremely organized and detail oriented
- Strong command of Microsoft Word, Excel, PowerPoint, and relational databases
- Interest in women's leadership and political participation
- Basic understanding of political campaigns and campaign finance
- Willingness to travel and work some evenings and weekends
- Mature, discreet, and able to maintain confidentiality
- Patience, a sense of humor, and the ability to work as part of a team

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  
131 Mount Auburn Street, Suite 3  
Cambridge, MA 02138  
[kduda@barbaralee.com](mailto:kduda@barbaralee.com)