

TITLE

Senior Manager, Research & Special Projects

JOB DESCRIPTION

The Barbara Lee Family Foundation / Barbara Lee Political Office / Lee Family Office seek a full-time Senior Manager, Research & Special Projects to serve as a right hand to the Executive Director.

The Senior Manager, Research & Special Projects is a member of the senior leadership team and works closely with the Executive Director on strategic planning, project management, and cross-team projects.

ABOUT YOU

Our ideal candidate has at least eight years' experience working in mission-driven organization, nonprofit, or government offices. Candidates should have exceptional research and writing skills, experience in project management, 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 more than 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.

RESPONSIBILITIES**Strategy and Planning**

- In collaboration with the Executive Director, develop annual strategic plans that drive BLFF and BLPO's missions forward and realize the President's voice and vision.
- Work with Executive Director to forecast and track the annual budget.
- In collaboration with ED and Program Director, help manage annual program budgets for BLFF and BLPO. When necessary, work with the LFO accounting team to monitor and manage budgets.
- When necessary, manage check/wire/DAF request procedures and ensure that all programmatic grants are paid appropriately and on a timely basis.
- Assist the Executive Director with long range planning.

Leadership and Management

- Serve as project manager for large-scale, cross-team projects. Coordinate across teams to create work plans, schedule due dates, and track deliverables.
- Manage relationships with consultants along with and on behalf of the Executive Director.

- Work directly with the Executive Director and President to achieve organization's goals.
- Collaborate with Program Director on programmatic long-term planning and projects.
- When necessary, fill in for the Program Director or Senior Communications Manager.
- Manage and monitor reporting of budget reporting.

Project Management

- Serve as the project manager for BLFF and BLPO projects, including but not limited to:
 - All nonpartisan research
 - Gender on the Ballot project
 - Major speeches
 - Candidate race tracking
- Project management includes:
 - Developing a detailed project plan to monitor and track progress.
 - Maintaining a project calendar and coordinating with colleagues, vendors, and external partners to ensure timely execution of deliverables.
 - Managing changes to scope and schedule by helping to troubleshoot roadblocks to progress.

Research

- Manage all research projects, including coordinating with partner organizations.
- Develop and maintain project calendars and coordinate with stakeholders to ensure timely execution of project deliverables.
- Red-line all drafts from researchers and recommend updates to the BLFF team.
- Draft BLFF research memos and manage the production process.
- Coordinate the launch and distribution of BLFF research (webinar, email blasts, etc.)
- Maintain a working knowledge of partner research in the political parity sphere, and educate the BLFF team on relevant projects.
- Provide strategic recommendations for new research topics with a focus on timely, newsworthy projects that fit the BLFF brand.

JOB REQUIREMENTS:

- **Work Experience.** 8+ years of professional experience preferably at a related mission driven organization, nonprofit, or government office. 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. Ability to distill complex projects into actionable steps.
- **Management Experience.** Experience managing team members and ability to set and execute a strategy effectively are essential. Ability to develop and 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. Willingness to travel (when safe and appropriate to do so) and 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
131 Mt. Auburn St., Suite 3
Cambridge, MA 02138
kduda@barbaralee.com