Rockwood Leadership Institute

Rockwood supports leaders to transform themselves, their communities, and the world towards equity, liberation, and sustainability for all. We do this by providing powerful and effective training to individual leaders and cohorts, thereby strengthening the organizations and movements that they represent.

Rockwood does not do business as usual. Our commitment to values influences every aspect of our organization—what we do and how we do it. Rockwood's core values include:

- Trust and integrity
- Love, laughter, and holding each other in community
- Transformation
- Healing, sustainability, and self-care
- Equity

ROCKWOOD IS HIRING A SENIOR PUBLIC PROGRAMS MANAGER.

Essential Functions & Primary Responsibilities

- Operationalize Rockwood vision to increase enrollment into virtual and in-person public trainings (i.e. Art of Leadership, Art of Navigating Change) in partnership with Communications and Programs departments.
- Manage public programs strategy including overseeing the public programs calendar, scheduling training dates, ensuring trainers are secured, and navigating shifts to programming schedule.
- Enroll leaders into public trainings, including:
  - building a cohort based on Rockwood's criteria for diversity
  - Tracking, accepting and transferring applications in the enrollment system.
  - Communicating with prospective and enrolled participants about the trainings, pre-training assignments, and logistics.
  - Interfacing with training sites to coordinate logistics for all public events.
  - Tracking enrollment trends, revenues and participant relationships.
- Analyze data from post-training evaluations, identify areas for improvement, and provide follow-up as needed.
- Lead Public Programs cross-functional team.

Job Requirements and Qualifications

- Minimum four years of professional experience at or above the Manager level required.
- Minimum two years of experience in event planning and coordination required.
- Minimum two years of experience in customer service and sales required.
- Minimum two years of experience coordinating and/or supporting online courses/events required.
- Experience working with nonprofit organizations preferred.
- Experience in data tracking preferred.

Skills

- Proficiency in Microsoft Office Suite and CRM required.
- Proficiency in Adobe InDesign, Slack, and Asana preferred.
- Ability to track details effectively and clearly – has clear system of managing tasks and future follow up required.
- Effective verbal (phone and in person) and written communication skills. Demonstrates confidence and ease on the phone and via Zoom.
- Excellent interpersonal and conflict resolution skills, ability to resolve issues that may come up.
- Ability to coordinate a calendar of more than 15 events a year.
• Ability to work and collaborate within a very diverse workplace and to relate to a broad spectrum of people outside of Rockwood.
• Demonstrates initiative and proactive approach by creating a positive experience for prospective, current and past participants as well as for the Rockwood staff team.
• Optimistic and positive team player.

TO APPLY

Please submit a letter describing your interest in this position, a brief professional writing sample that speaks to the skills required, and your resume to jobs@rockwoodleadership.org. We are conducting a rolling review of all applications, and this position will remain open until filled. As of August 20, 2020, the position is open.

The salary for this position is $80,000. Rockwood offers a 32-hour full-time Monday - Thursday workweek and a competitive benefits package. This is a remote position based in the United States. Occasional travel to the Bay Area required.

Rockwood Leadership Institute is an equal opportunity employer and makes employment decisions on the basis of merit. In accordance with applicable law, Rockwood prohibits discrimination based on race, color, religion, creed, sex, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, gender identity, citizenship status or any other consideration protected by federal, state, or local laws.

People of color, people of all gender identities, people with disabilities, and LGBTQ candidates are strongly encouraged to apply.

Finally, thank you for taking the time to read this job description. We’re looking forward to getting to know you.