

# Rockwood Leadership Institute

## WHO WE ARE

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 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

As we work to embody our values, there are three strategic priorities that guide our work: organizational sustainability, racial equity, and centering leaders impacted by injustice. With a focus on centering the healing and well-being of Black, Indigenous, Latinx, and Asian leaders spanning the diaspora—recognizing the multitudes of identity within, between, and across these experiences—Rockwood seeks to expand access to opportunities and tools that support powerful networks of people who are clear in their purpose and committed to the work of transforming themselves and their communities.

## WHAT YOU’LL DO

The Associate Director of Programs will supervise Rockwood’s team of Program Managers and tend to the overall health of Rockwood’s private programs and fellowships to deliver transformational leadership development trainings to a wide and diverse array of social justice movement leaders.

In close partnership with Rockwood team members and leaders, the Associate Director of Programs will...

### **Manage and Lead Rockwood’s Program Manager Team**

- Support and manage a growing team of Rockwood Program Managers who plan and execute high-impact, transformational leadership development programs.
- Hire, retain, and support a diverse and cohesive team, fostering a team culture that reinforces deep accountability to the work and each other, a spirit of growth and improvement, and commitment to Rockwood values.
- Define team objectives and goals in close partnership with Program Managers and the Managing Director.
- Support Program Managers to develop and work towards goals, work plans, and budgets for multiple projects and trainings.



## **Ensure the Health and Integrity of Rockwood's Private Programs, Fellowships and Partnerships**

- Participate in strategic and program planning with Rockwood's Resource team and other staff and trainers to identify and implement organizational goals.
- Work in deep partnership with Rockwood's Productions and Operations teams to build and maintain effective systems for training logistics.
- Analyze quantitative and qualitative training results to ensure Rockwood programs are meeting community needs, improving, or pivoting to be more relevant as needed, and periodically support grant writing and reporting on learnings.
- Support Rockwood's evolving program design in partnership with the Curriculum Team, Rockwood trainers, Resource Team and partners.
- Provide periodic written updates to stakeholders about Program team progress and outcomes.

## **Cultivate Relationships That Propel Transformation and Results**

- Build strong working connections, relationships, and processes across the Rockwood ecosystem (staff, trainers, partners) that create the container for deep, transformational work and results.
- Manage and mitigate challenges in difficult and time-sensitive situations and support proactive problem solving in a way that honors the dignity of all parties involved.
- Possess self-awareness and emotional intelligence around the impact of your own identities—and those of others—in a given situation, decision, or process and proactively address ways to advance race equity.

## **Practice Courageous, Heart-Centered Leadership**

- Take an active role in shaping Rockwood's culture, vision, and strategy.
- Grow and explore personal and professional leadership through seeking feedback, professional development, experimentation, and collaboration.
- Represent Rockwood at external events as needed.
- Lead Program Manager team meetings, and serve as a rotating facilitator of weekly Rockwood staff and other team meetings.

## **WHO YOU ARE**

The Associate Director of Programs will be a well-rounded people manager with deep project management experience. You are someone who thrives on mentoring and supporting people to achieve ambitious goals with love and joy. To be successful in this role, you will bring the following qualifications:

- A strong track record of leading and managing high-performing teams to achieve goals – paired with a self-reflective practice around spotting how systems of oppression are present in any situation and be able to partner with the Rockwood team in coming up with actions to advance race equity
- Supervisory experience: the ability to set clear expectations, support and mentor a diverse team, give and receive direct feedback, hold staff (and self) accountable, and conduct annual evaluations
- Experience leading positive collaborations within a multi-racial team and relating to a broad spectrum of people, with an analysis of your own intersectional identities
- An analysis of racial equity, power, and liberation
- Proficiency in Microsoft Office Suite, Box, Asana, Slack and Google Suite and be able to quickly learn Salesforce, FormAssembly, and SurveyMonkey
- Ability to work and collaborate within a very diverse workplace and to relate to a broad spectrum of people in and outside of Rockwood.
- Experience in project management and operations, including developing work plans, setting and



- achieving deadlines, and tracking budgets and progress to results
- Self-motivated, flexible, and collaborative

## TO APPLY

Please submit a cover letter and your resume to [jobs@rockwoodleadership.org](mailto:jobs@rockwoodleadership.org). We are conducting a rolling review of all applications, and this position will remain open until filled.

This is full-time, exempt position with an annual salary of \$95,000. 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 are looking forward to getting to know you.

