

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.



PROGRAM MANAGER

WHAT YOU'LL DO

Rockwood Program Managers organize, implement, and steward Rockwood's leadership development training programs to provide transformational learning experiences to a wide and diverse array of social justice movement leaders.

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

Organize, Implement and Steward Rockwood's Training Programs, Fellowships and Partnerships

- Manage the planning and implementation of simultaneously occurring Rockwood leadership development programs that seamlessly connect the big picture outcomes to the day to day tasks for successful implementation. (Range is around 30 days of programming a year)
- Effectively manage project specific teams including trainers, staff, funders, participants and other stakeholders to align on project goals and design processes that will effectively meet project outcomes and learning objectives.
- Participate in strategic and program planning with Rockwood's Resource Team, trainers and partners to identify and implement project goals.
- Partner with Rockwood's Productions and Operations teams to ensure training logistics are seamless for participants and collateral like workbooks support learning outcomes.
- Track, analyze and report on program budgets and program deliverables for effective stewardship of program funds.
- 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 technology support for virtual trainings as needed. Including screen sharing of slides and sound, and managing breakout rooms.

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.
- Cultivate strong relationships with participants that build trust in Rockwood, support clarity for optimal engagement.



- Manage, anticipate and mitigate challenges in difficult and time-sensitive situations and proactively problem solve 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.
- Periodically serve as a rotating facilitator of weekly Rockwood staff and other team meetings.

WHO YOU ARE

Rockwood Program Managers come to the table with a deep passion and high bar for impact-driven project management, designing transformational learning experiences, meeting deliverables grounded in purpose and honoring relationship over task, and for investing in heart-centered relationships.

You’re someone who thrives on seeing the big picture of a project and making sure logistical tasks are supporting the creation of heart-centered training container. To be successful in this role, you will bring the following qualifications:

- A strong track record of meeting goals, project management and project operations, including developing work plans, setting and achieving deadlines, and tracking budgets and progress to results
- 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
- A strong analysis of racial equity and power towards collective liberation
- Consistently being a self-motivated problem solver and that is flexible, responsive, and collaborative
- Hold big picture and day-to-day tasks with ease
- Proficiency in Microsoft Office Suite, Zoom, 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.



TO APPLY

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

This is a full-time, exempt position with an annual salary of \$75,000. 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.

