

LeadBLACK Program Manager

In partnership with Amplify Fund and Deaconess Foundation, we are seeking a leader for LeadBLACK, a cohort-based leadership program to help Black leaders in the St. Louis region build power strategically and collaboratively that will lead to transformation in Black communities. We are seeking a consultant for a one year contract beginning in January 2023 who can support the launch and coordination of the first cohort, with the option to be renewed for future years.

For more information about the LeadBLACK program, see this program description.

Who are we looking for?

A dynamic, organized, and creative leader who shares our commitment to shifting the ways systems and practices have contributed to the conditions and lack of resources in Black communities. The leader will be familiar with - or preferably have experience in: regional politics and political dynamics; Black radical and political movements; organizing and coalition building; and antiracist practice and addressing systemic racism. The right leader will have experience managing complex projects, planning meetings, trainings, and retreats, and overseeing program logistics. The right candidate will have a connection to the St. Louis region; St. Louis-based candidates preferred.

Job responsibilities

Planning and Executing LeadBLACK (50%)

- Recruiting and onboarding the inaugural cohort for the program
- Supporting the co-creation and refining of the LeadBLACK curriculum with input from advisors and the design team
- Planning monthly meetings and quarterly retreats including identifying and confirming faculty and trainers, ordering supplies, reserving meeting space, etc.
- Provide ongoing support to cohort members in their efforts to collaborate with their colleagues and plan projects to fulfill the mission of the program
- Oversee the selection of a program facilitator
- Manage and coordinate with outside vendors, consultants, and contractors who are completing related work for LeadBLACK (e.g. fundraising, design and evaluation, etc.)

Administration and Operations (40%)

- Ensure that the LeadBLACK team has the necessary systems to ensure smooth operation of the project (e.g. CRM, internal communications channels, budgets/tracking expenses, etc.)
- Manage reporting requirements and other communication with funders and other stakeholders
- Manage vendors that are providing services for the program (e.g. graphic design and communications, printers, etc.)

Community of Practice (10%)

- Assist in developing LeadBLACK's community of practice to include cohort members, faculty, and community leaders
- Create systems for current cohort members, past cohort members, and LeadBLACK faculty to communicate about relevant opportunities, resources, and information
- Plan and execute events, teach-ins, and workshops outside of the LeadBLACK cohort curriculum to keep the community of practice engaged

What can you expect from us?

The Program Manager will have the opportunity to work with a knowledgeable and involved Design Team, a group of leaders based in St. Louis that has advised on the development and launch of the project for the past two years. The LeadBLACK program is in its first year of operation, so the Program Manager can expect the contingency and flexibility an inaugural program typically entails – making adaptations on the fly, a culture of learning in which the team tries out new ideas, and managing deadlines that may shift as planning and design continue.

The design team will interview qualified applicants on December 8, 2022. If you are unable to participate in an interview on that day, please indicate in either your proposal or the email to submit your proposal.

To apply, please submit a short (2-3 pages) proposal to info@drakestrategypartners.com.

Please include the following in your proposal:

- Your/your firm's qualifications and related experience
- Relevant information about your approach to coordination, facilitation, and relevant tasks
- A budget/pricing for the year-long engagement
- Bio and background on the consultant(s) who will be working on LeadBLACK