



Virginia Program Manager Job Description

About ReflectUS:

ReflectUS is the national, cross-partisan coalition that accelerates and maximizes the collective impact of Coalition members, people, and organizations working to expand political leadership of, by, and for all women.

About the Position:

ReflectUS is seeking a qualified and motivated Program Manager for the ReflectUS Virginia Innovation Hub. This person will be tasked with organizing and convening a diverse group of women throughout the state of Virginia to support them in pursuing political leadership at the local, state, and federal levels. Additionally, the Program Manager will devise and execute strategies to address the systemic barriers Virginia women face in seeking public office.

The Program Manager will be responsible for, among other things, convening local, regional, and statewide meetings of organizations and individuals to create and execute a plan that supports and empowers more women in political leadership at an accelerated pace.

The ideal candidate thrives operating in a small team, where they would be responsible for building and maintaining a statewide network of programs and participants. A successful candidate has excellent communication skills, a good sense of humor, excellent work ethic, strong writing skills, relational organizing experience, and a willingness to step in and do what it takes to achieve the organization's mission and promote women in political leadership.

The role is part-time with a plan to increase to full-time; some evenings and weekends are required.

Responsibilities Include (but are not limited to):

Programs

- Create innovations to increase women's political representation in Virginia as a non-partisan organization working in cross-partisan, inclusive spaces
- Build ReflectUS organizational partnerships and Leadership Council members to increase the capacity for women to serve in political leadership roles
- Organize people, elected officials, businesses, and other nonprofits to support the mission of ReflectUS
- Draft reports and issue briefs pertaining to Virginia women's political representation
- Track data appropriately for program evaluation and effectiveness

General

- Support donor engagement and fund development in Virginia
- Build the profile of ReflectUS in Virginia and be a strong representative of the ReflectUS brand
- Participate in staff meetings and strategy sessions with supervisor

- Appropriately track work
- Other duties as assigned

Areas of Experience and Preferred Skills:

- A commitment to the ReflectUS mission
- 5 years of program experience in the nonprofit, private, or public sector
- Minimum of 2 years of experience in the nonprofit sector
- Intimate knowledge of Virginia government
- Strong community connections and networks in Virginia
- Exceptional writing and editing skills
- Strong interpersonal skills preferred
- Strong presentation and public speaking skills
- Extremely responsive to email and other correspondence
- Manage time effectively
- Excellent work ethic
- Maintain an environment respectful of different political viewpoints and other diversities
- Experience utilizing the following: Asana, Calendly, Google Suite, Salsa CRM/Engage, Slack, and Zoom

Salary and Location:

This is a part-time contract position (at least 20 hours per week) with the potential for full-time in the future. The position is remote, however, candidates must be based in Virginia.

To Apply:

Using “*Virginia Program Manager*” in the subject line, candidates should submit a resume, cover letter, and writing sample to jobs@reflect.us; PDF format preferred. The writing sample should be the applicant’s best example of the types of work that would be related to this position. Applications will be reviewed on a rolling basis, but preference will be given to applicants who apply by February 1, 2022.

ReflectUS is an equal opportunity employer. We value diversity and applicants from all backgrounds and identities are encouraged to apply.