



# AFRICAN AMERICAN LEADERSHIP FORUM

PORTLAND

## PORTLAND AFRICAN AMERICAN LEADERSHIP FORUM

### **JOB POSTING**

(To apply, please follow instructions at the end of this job description, and submit all materials electronically to [STAFF@aalfnw.org](mailto:STAFF@aalfnw.org))

## **LEADERSHIP DEVELOPMENT PROGRAM MANAGER**

**JOB OPENING DATE: MONDAY, DECEMBER 8, 2014**

**JOB CLOSING DATE: FRIDAY, DECEMBER 24, 2014**

The mission of the Portland African American Leadership Forum (PAALF) is to **leverage the power of our community's combined resources to advance the vision of a connected, thriving, resilient Black Community.** PAALF's work addresses the unique and interrelated issues of poverty and disparities in the areas of housing & economic development, education, and health. This is done while building an intergenerational, inclusive and collaborative Leadership model. In support of this goal, PAALF has established the African American Leadership Academy (AALA), a year-long training cohort program that addresses the personal, cultural, civic and professional needs of emerging Black leaders in Portland and Oregon. Through the AALA, PAALF works to build a group of transformative Black leaders who hold a lifelong commitment to fighting for racial justice and creating lasting positive change in the Black community.

Although there are many training programs available to emerging leaders, PAALF's African American Leadership Academy (AALA) fills a critical gap by addressing not only the professional skills necessary to achieve success, but the culturally-specific needs of Black people, including racial pride, psychological development, collective consciousness and community building. The African American Leadership Academy builds participants' capacity to improve the lives of Black people in Portland and throughout the state of Oregon and cultivates a culture of leadership that is rooted in generosity, fellowship, courage and accountability.

PAALF has an **immediate opening** for a **Leadership Development Program Manager**. This is a full-time position that reports to the PAALF Director.

## **POSITION DESCRIPTION**

The PAALF Leadership Development Program Manager is primarily responsible for managing and coordinating the AALA. This position plays a critical role in connecting diverse leaders within AALA, PAALF, and the community broadly. This position will also be responsible for staffing PAALF's Civic Engagement Leadership Development (CELD) committee, which provides strategic direction for the AALA. The Program Director may assist the Director with administrative functions for PAALF and other duties as assigned.

## **PRIMARY RESPONSIBILITIES**

- Facilitates recruitment and selection process for the African American Leadership Academy (AALA) participants, in collaboration with the CELD Committee and designees from the Executive Committee (EC).
- Organizes logistics for retreats, trainings, workshops for the AALA and PAALF members.
- Coordinates and manages implementation of the AALA curriculum, including annual review.
- Facilitates ongoing recruitment, scheduling, coordination and selection process of AALA mentors.
- Provides guidance and advisement to AALA project teams and ensures alignment with PAALF mission and goals.
- Provides coaching and support to AALA participants for successful leadership placements in PAALF and the community.
- Maintains relationships throughout the community to facilitate networking.
- Foster connections within PAALF to support a collaborative, intergenerational leadership model.
- Provides staffing support for the AALA alumni network.
- Provides staff support to the CELD Committee
- Additional duties as assigned

## **REQUIRED QUALIFICATIONS**

- Past experience with leadership development programs
- Experience with program management
- Demonstrated commitment to community involvement and public service
- Specific experience in working with the Black community, Black leaders, or other culturally specific leadership work with communities of color
- Experience coordinating intergenerational groups with a variety of professional and socioeconomic backgrounds and the ability to effectively facilitate knowledge sharing and collaboration
- Knowledge of current and historic political, economic and social issues affecting African-American communities in Oregon
- Experience with training, facilitation and public speaking
- Strong written and verbal communication skills
- Highly organized and detail oriented: Knowledge of project management fundamentals and proven ability to manage time and prioritize tasks to meet goals and deadlines effectively
- Uses critical thinking with the confidence to make independent decisions and carry out actions
- Experience using communication technologies including the internet and social media for public relations and networking
- Must have computer skills including MS Office Suite and Google Applications.

## **PREFERRED QUALIFICATIONS**

- Experience working with an advisory committee
- Curriculum development and design for adult leadership development trainings using popular education techniques
- Previous studies or work rooted in Afro-centric history and culture
- Understanding of critical race theory, internalized racism and/or oppression, and community building strategies
- Understanding of personal transformation theory and practice, and specific transformational leadership development experience
- Understanding of policy and decision-making processes at the local, state and national levels.

### **COMPENSATION**

- \$40,000 - 55,000 Annually with Full Benefits Package, DOE

(Benefits include paid Medical/Dental for employee, partial paid for dependents; Paid life insurance and disability insurance (after waiting period); 4 weeks accrued vacation; 401(k) Retirement Savings Plan; 125 Flexible Benefit Plan)

- Note: This job description and benefits may change at any time as programming evolves. Management reserves the right to amend this description and benefits at any time.

### **HOW TO APPLY**

Please submit your cover letter and resume electronically to the Portland African American Leadership Forum (PAALF) at [STAFF@aalfnw.org](mailto:STAFF@aalfnw.org) by **no later than 5:00PM on Friday, December 24, 2014. PLEASE PUT "LEADERSHIP ACADEMY PROGRAM MANAGER APPLICATION" IN THE SUBJECT LINE OF YOUR EMAIL.**

You should incorporate your answers to the supplemental questions (listed below) into your cover letter. Notwithstanding, your cover letter must not exceed five pages.

**PLEASE SUBMIT ALL DOCUMENTS IN EITHER DOC OR PDF FORMAT.**

**Thank you for your interest in this position.**

### **SUPPLEMENTAL QUESTIONS**

1. Why are you interested in this position? What are the major achievements of your past equity, diversity & inclusion, or civil rights work in the African American community that have prepared you for this role?
2. Please give specific examples of how you have assisted African American, African, and Black institutions or community based organizations in building their capacity to address challenges in their community.
3. Please describe your experience coordinating and administering an education, consultation and/or training program. Examples should include staff and leadership engagement and your own leadership in program planning and design, evaluation and metrics development, and budget and fund development. Please include the types of educational and training methods you employ.
4. Describe your experience engaging stakeholders and keeping them engaged in program and policy development.

