



Program Manager Job Description

Organization: Gay & Lesbian Victory Fund and Institute
Location: National organization based in Washington, DC
Reports to: Director, Leadership Initiatives

This description of responsibilities is meant to be as comprehensive as possible and, in conjunction with annual goals, should serve as a guide for the Program Manager. When applicable, specific projects have been enumerated as the employee's responsibility. This description will be reviewed annually to adjust for changes that are likely to occur.

Responsibilities

The Program Manager will work across all Leadership Team programming — including the Presidential Appointments Project, Out Officials, and the Leadership Conference — with strong emphasis on identifying and recruiting expert professionals and international officials and building relationships among LGBT public officials. **A passion for LGBT equality and developing strong LGBT leaders is required.**

Presidential Appointments

This position is largely funded by a grant to increase the number of LGBT professionals on federal boards, commissions and advisory committees that have a clear impact on LGBT policy of the administration. The candidate should be a confident networker with the ability to quickly grasp the specific skills and professional background needed for advisory committees across the administration, and particularly for the Department of Health and Human Services.

We work with hundreds of candidates in a given year for appointment opportunities. The Program Manager should be a quick researcher able to find and synthesize information on disparate government websites. The Program Manager should also be comfortable with managing different databases, scanning the Federal Register, and working with Excel to quickly identify opportunities to nominate candidates as well as strong candidates among our networks and database of resumes. In our first year of the grant, we successfully appointed 54 individuals to advisory committees, for a success rate of 23%; we are on target to exceed that success rate this year.

- Identify opportunities to nominate LGBT professionals to federal government advisory positions.
- Recruit, screen and nominate LGBT professionals to federal government advisory positions, including health scientists for Department of Health & Human Services advisory committees.
- Manage the applicant tracking system to identify and track candidates for appointments.
- Work with national, state and local coalition partners to identify candidates and support events to promote the Leadership Institute.
- Liaise with nominees and administration officials to ensure successful appointments.
- Provide customer service for new applicants, including maintaining relationships with applicants over the course of the recruitment/job selection process.
- Assist in marketing the Presidential Appointments Project at conferences and events and expanding the project to local and state appointment efforts.

Because of the strong focus on health, a background or competence in the health sciences or general sciences is preferred but not required.

Out Officials

This position is also critical to tracking and enhancing the organization's engagement with LGBT officials in the U.S. and abroad, primarily utilizing the organization's Raiser's Edge database. We look at each official's participation in our leadership programming and how we can better engage them and help them advance their careers over time. This position is responsible for maintaining our records in Raisers', responding to internal and external requests for lists of officials by geography or level of elected office, and tracking the accomplishments of each official with respect to key issue areas.

- Maintain the organizational web-based and Raisers Edge databases of elected and appointed LGBT officials (“Out Officials”), including an annual audit.
- Work with the Leadership and Political teams to gather and report on the accomplishments of Out Officials, documenting the advancements of LGBT work to key stakeholders.
- Provide accurate counts of officials for media requests, events, and other internal relationship management purposes.
- Identify opportunities to engage Out Officials in Victory’s programs and events.

Because of our expanding focus on international LGBT officials, a background or competence in international studies or relations is preferred but not required.

Leadership Conference

The 28th International Gay & Lesbian Leadership Conference will be held in Long Beach, California, November 29 – December 2, 2012. The Leadership Conference is the Institute's signature event, drawing more than 500 LGBT and allied officials and community leaders from across the country and, increasingly, the world. In 2012, the Institute is focused on increasing the quality of programming and drawing an increased number of elected officials to the conference. To accomplish this, we will accept proposals for workshops and other programming at the conference and are creating targeted forums for LGBT Mayors and State Legislators to take place concurrent to the conference. Pursuant to the Out Officials work, the Program Manager will work closely with the Leadership Team to identify opportunities to engage elected officials throughout the conference programming.

Lastly, as with all Leadership Team positions, the position requires an innate desire to build and enhance the number of LGBT leaders and the ability to inspire others to participate in our mission. This requires a confidence in networking and the ability to communicate effectively and efficiently.

The Program Manager will have additional assignments and will provide administrative and other program support as needed. In addition, the Program Manager is expected to attend all staff meetings, and demonstrate leadership by participating in various ad hoc committees necessary for the development and maturation of the organization and its programs.

Qualifications

- 1-4 years of experience
- Strong networking, research, writing, and database skills; ease with Microsoft Office
- Dependable memory for details about people and their accomplishments
- Background in health sciences or international relations is preferred, not required

Apply

Applications, including a resume and cover letter, should be sent to careers@victoryinstitute.org with the subject line “Victory Program Manager.” No phone calls, please.

The Gay & Lesbian Victory Fund and Institute is proud to be an equal opportunity employer; women, people of color, people with disabilities, transgender people and individuals with diverse backgrounds are encouraged to apply.