



Leadership Development Programs Manager

About California Coalition for Rural Housing (CCRH)

CCRH is a statewide nonprofit organization that works to ensure affordable housing opportunities for low-income households in California. Formed in 1976, CCRH is one of the oldest state low-income housing coalitions in the country. Through advocacy, community organizing, technical assistance, leadership development, research and education, our goal is to make the case for rural housing improvement and strengthen the capacity of the nonprofit and public sectors to provide affordable housing and related facilities.

Position Summary/About the Position

The Leadership Development Programs Manager is primarily responsible for supporting the administration of CCRH's Rural West Internship Program. The Program is designed to recruit, train, and retain Black, Indigenous, People of Color to the rural California affordable housing development field through a structured year-long internship program. The program provides training in affordable housing development, guidance, and mentoring support to participants and serves as a liaison between interns and host agency placements, which are typically nonprofit housing developers and public housing authorities. In addition, this position provides occasional staff support to CCRH's Rural Fellowship Program and Racial Equity, Diversity, Inclusion process.

Essential Responsibilities and Tasks

General Program Administration, Training Activities and Event Planning (20% time)

- Day-to-day program administration and achieving overall program goals.
- Develop and maintain Program annual schedule of events and activities.
- Coordinate annual Program activities, including but not limited to: Host agency and Intern Orientation, Summer Training Institute, Rural Housing Summit intern plenary, Midwinter Retreat, leadership development workshops, mentorship activities, networking/reflection type activities, and culminating ceremonies.
- Coordinate Program Alumni events.
- In collaboration with the Director of Leadership Development Programs, manage internship program budget, including income and expenses, and track donations.
- Process travel reimbursements to interns, host agency payments, and invoices to third parties.
- Support fund development activities and leverage external resources.
- Implement evaluation mechanisms for the program to ensure that the program optimizes its efforts to achieve overall objectives.

- Prepare regular update reports for the Programs' Advisory Committees, CCRH Board of Directors, and to funders as appropriate.
- Other duties as assigned.

Recruitment and Placement (20% time)

- Conduct timely recruitment, selection, and placement of program participants and host agencies.
- Develop application packets and recruitment materials.
- Perform community outreach and market the Internship Program as appropriate, which includes updating and keeping materials and information current, developing and nurturing relationships with universities, nonprofits, and funders, developing and maintaining a data base of these key contacts.
- Maintain Internship Program website page current, create social media content to promote the program, post on social media regularly.
- Deliver online and in-person program presentations, represent program at career fairs, and present in panels as appropriate.

Intern and Host Agency Support (15% time)

- Keep regular communications with the program participants and Host Agencies via email, phone, Slack, and virtual meetings, which may include providing updates on appropriate Community Development news, policy issues, or raising conversations with program participants that facilitates dialogues in shared virtual spaces and via email.
- Coordinate Host Agency orientation, onboarding process and supervisor training.
- Support periodic monitoring of learning progress to achieve the goals of the program via virtual meetings or site visits at participant placement host sites as appropriate.
- Assist with the development, review, and refinement of intern work plans.

Relationship Building (15% time)

- Establish and grow university and academic relationships to promote Internship Program
- Maintain on-going contact with program participants, host agency/nonprofit sponsor staff, and university partners.
- Provide support to program participants' alumni networks.
- Make public speaking presentations related to the Internship Program to various bodies, including universities, funders, and CCRH membership.
- Participate in talent recruitment round-tables for networking and relationship building opportunities such as URx Sacramento.

Strategic Planning and Integration (10% time)

- Provide staff support to the Internship Program's Advisory Committee and ad hoc committees that serve to provide input in to how the overall program is implemented.
- Participate in planning process with the Leadership Development Programs' Team and Internship Program Advisory Committee to develop long term goals and long-term sustainability of the program.
- Advocate for and promote the program to the fullest.
- Periodically engage in activities that promote the program as a model for other states and organizations to replicate in other areas.

Shared Office and Communications Responsibilities/General Admin (10% time)

- Attend and contribute to staff, leadership development programs team, board meetings, and staff/board retreat.
- Assist in planning and coordinating CCRH mission-driven hosted activities and events such as the Rural Housing Summit and staff/board retreat.
- Assist in bridging external communications with partners, funders, and affiliated networks.
- Assist CCRH in improving internal and external processes for greater efficiency and effectiveness.
- Other duties as assigned.

Staff Support to CCRH Fellowship and Race, Equity, Diversity, Inclusion (REDI) Process (10% time)

- Event planning
- Coordinate timelines, tasks, and activities with other staff.
- Coordinate trainers, consultants, mentors, and coaches.
- Coordinate training sessions.
- Duties as assigned.

Required Education and Experience

- Minimum 3-5 years of professional experience in (or combination of)
 - working with youth or college level individuals
 - human resources, training, teaching, coaching
 - racial equity, diversity, and inclusion initiatives
 - real estate or affordable housing sector
- Strong project management skills to communicate objectives, structure projects, facilitate processes, ensure activities are conducted, timelines are managed, and impact is achieved.
- Strong strategic thinking skills, with a builder mentality who is skillful in experimenting and adapting as needed.
- Experience as a convener with demonstrated ability to lead and facilitate dialogue with diverse audiences, specifically racially, ethnically, politically, and socioeconomically diverse communities, with sensitivity and understanding.
- Experience working with and supporting networks of early career talent, non-profit organizations, and/or affordable housing developers or technical assistance providers.
- Excellent written and verbal communication skills, with the ability to deliver timely, relevant information in a clear and concise manner.
- Strong judgment in navigating relationships and complex decisions.
- Strong cultural competence across multiple lines of difference.
- Computer literate in Microsoft Office programs and social media platforms.

Attributes

- Commitment to low-income communities and communities of color
- Commitment to CCRH's values of Power With, Integrity & Accountability, Compassion, Curiosity & Inquisitiveness, Equity & Justice, and Inclusion.
- Adaptable, flexible, and capable of working both independently and in team environments
- Entrepreneurial and self-motivated

- Ability to manage multiple projects simultaneously
- Highly organized, with keen attention to detail

Currently this position is remote from home, however, this position requires access to reliable transportation and ability for future travel in the Pacific West.

Salary Range: \$65,000 - \$78,000 annually. This is an exempt position.

Benefits package includes: health insurance (with vision and dental), retirement plan, and generous paid vacation and personal days. CCRH is an Equal Opportunity Employer and considers all employees and job applicants without regard to race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation or marital status, or any other status protected by the law.

Physical and Emotional Demands:

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	V	Use keyboard	V	Stoop, kneel, crouch or crawl	R	Hear	V
Stand	O	Use hands to feel	R	Climb or balance	R	Talk	V
Walk	O	Reach with hands/arms	R				

This job requires that the employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually quiet.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

NOTE TO CANDIDATES:

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. CCRH is committed to building a diverse and inclusive organization. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described or if you require reasonable accommodation to apply for or perform job duties. We strongly encourage black, indigenous, and people of color; people of diverse gender identities, women and LGBTQ+ persons to apply.

To apply, please send PDF of resume and a cover letter to andrea@calruralhousing.org with the subject: LEADERSHIP DEVELOPMENT PROGRAMS MANAGER.