



Leadership Southern Maryland

Regional Collaboration for Today's Leaders and Tomorrow's Vision

POSITION DESCRIPTION

Program Manager

[Leadership Southern Maryland](#), California, MD - Hybrid
\$60,000-70,000 · Full Time [Exempt]

BACKGROUND

[Leadership Southern Maryland \(LSM\)](#) is an independent community leadership development program that connects, inspires, and educates emerging and executive leaders in Southern Maryland, fostering collaboration to address community needs in our region. The [LSM Executive Program](#) aims to broaden the knowledge base of mid- to senior-level public and private sector executives about the critical issues, challenges, and opportunities facing the region. The [LSM Emerging Leaders Program \(LEAP\)](#), for early-to mid-career professionals, fosters and refines leadership growth by means of a curriculum and experiences focused on self-discovery, teamwork, and networking.

POSITION DESCRIPTION

The Program Manager partners with the Executive Director and LSM committees to manage all LSM programming. Under the direct supervision of the Executive Director, the Program Manager ensures high quality program experiences that integrate leadership development, relationship building, networking, civic understanding, community engagement, workforce development, and wellbeing.

KEY RESPONSIBILITIES

The following are core, major responsibilities of the Program Manager:

- Designing and delivering program curricula, experiential activities, and materials in collaboration with the Executive Director, LEAP Committee, and LSM Program Committee
- Identifying and recruiting expert speakers and community resources for program sessions and special events
- Facilitating small and large group program sessions and special events

- Collaborating with the Administration Manager to oversee program and event logistics, including site venue reservations, parking and transportation, meals, registration processes, guest invitations, and materials development and procurement
- Evaluating program goals and monitoring progress of outputs, outcomes, and impact
- Collaborating with administrative staff to communicate instructions and details to program participants
- Responding promptly to program-related emails and phone calls from participants, alumni, and other stakeholders
- Maintaining detailed and confidential records, both electronic and hard copy
- Supporting recruitment of program participants, including developing, promoting, and facilitating information sessions
- Attending LSM Program Committee and LEAP Committee meetings and providing timely and accurate program status updates
- Supporting overall LSM projects as needed, such as special events, board meetings, newsletters, appeals, and research

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The Program Manager is provided an office at Holly I in California, Maryland. Most day-to-day work may be accomplished here, but tasks may be completed at any location that the Executive Director deems suitable.

The Program Manager must be capable of lifting (with help for bulky items and items over 30 pounds) and transporting program support materials from the office or storage facilities to and from the program locations.

The Program Manager is expected to travel every month to various program venues throughout Calvert, Charles, and St Mary's counties. They must be physically capable of traveling and providing their own transportation to and from the various venues.

QUALIFICATIONS

The Program Manager must possess ...

- An Associate's degree or higher.
- At least 3 years of experience developing, delivering, and evaluating educational/training programs.

- Strong knowledge and experience with event planning and group coordination activities.
- Detailed planning, time management, and organizational skills.
- Exceptional written, verbal, and interpersonal communication skills.
- Ability to work with a highly collaborative team with diverse working styles.
- High levels of integrity and discretion in handling confidential information and dealing with professionals inside and outside the organization.
- The qualities of a self-starter, able to take initiative using good judgment, and to work independently.
- Willingness and ability to work a schedule that includes occasional weekends and evenings. Limited travel within Southern Maryland is required as well as occasional travel to Annapolis and other parts of Maryland.
- Equivalent education/experience may substitute for stated requirements.

Bonus Points:

- Skills in media communications (social media, press releases, etc.)
- Experience using DropBox, Bloomerang (or other customer relations management system), Zoom, Facebook, LinkedIn, and/or Survey Monkey
- Experience with Leadership Southern Maryland

This job could be for you if ...

- You are a self-starter – you take initiative and positively influence others to achieve results in the best interest of the organization.
- You are organized – you juggle various tasks by setting priorities, managing your time to meet deadlines, and monitoring progress to make sure nothing falls through the cracks on your watch.
- You are an adaptive planner – you assess situations, determine strategies to move events forward, set goals, create and implement action plans, and evaluate the process and results.
- You are people-centered – you anticipate, understand, and respond to the needs of internal and external stakeholders to meet and exceed their expectations.
- You are intellectually curious – you enjoy listening to, engaging with, and learning from people of all walks of life.
- You foster teamwork – you enjoy working collaboratively with staff and volunteers to set goals and find creative and innovative solutions that pursue excellence.
- You communicate effectively – you can explain anything to anyone in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

- You are a facilitator – you are a skilled listener and remain patient and cool under pressure.
- You behave ethically and align with the values of Leadership Southern Maryland.
- You are flexible and able to attend functions, which may take place outside the typical 9-5 workday.
- You have basic computer/technology skills and easily learn new systems.
- You have reliable transportation and can lift up to 30 pounds.
- You have a passionate commitment to Southern Maryland.

COMPENSATION

- Salary Range: \$60,000 - \$70,000
- Benefits package

HOW TO APPLY

Email your application to sybol@leadershipsomd.org. Include the position title in the email subject line: "POSITION: LSM Program Manager."

Applications **MUST** include:

- A one-page cover letter that explains why you are interested in this position with Leadership Southern Maryland
- Résumé

Please note that incomplete applications will not pass review.

Leadership Southern Maryland values a diverse workforce and inclusive culture, and does not discriminate on the basis of race, ethnicity, national origin, age, creed, religion, physical ability, gender, gender identity or expression, pregnancy, sexual orientation, previous incarceration, veteran status, union membership or activism, or any other characteristic protected by local, state, or federal law.

CLOSING DATE – Open until filled.

About the company

[Leadership Southern Maryland](#)

Leadership Southern Maryland is a leadership program seeking to enhance the regional identity of Southern Maryland's three counties—Calvert, Charles, and St. Mary's—and to build a cadre of well-informed and connected future regional leaders from the government, business and non-profit sectors.

While absorbing the local “flavor” in each of the three counties, participants have the opportunity to broaden their perspectives on a number of the most significant issues challenging our region.

Each class reflects a cross-section of the region to include diversity of geographic location, profession, ethnicity, age and gender. Participants are mid- to upper-tier leaders who have demonstrated aptitude and ability to become senior-level leaders, as well as senior-level leaders new to the area and who exemplify a sincere concern and commitment to help shape the future of Southern Maryland.

Why join us? We envision a Southern Maryland that is flourishing — economically, civically, culturally — built on a foundation of ever-improving human capital. Since 2008, LSM has delivered cohort-based programming and individual enrichment that inspires regional leaders to facilitate change in their communities. We are proud of our LSM alumni community of more than 500 leaders from diverse backgrounds who connect for social interaction, dialogue, and creative problem-solving. We're known for our quality, agility, thoughtfulness, and hard work. If you like to have fun collaborating as part of a team to achieve ambitious goals for the greater good, you'll be in good company.