



JOB DESCRIPTION

Job Title: Leadership Programs Manager

Reports to: Director of Leadership Programs

Job Classification: Full-Time, exempt

Job Location: Downtown Boise, ID

Summary:

The Leadership Programs Manager plays an integral part in the planning, administration, and execution of Chamber Leadership programs and signature events to meet organizational goals and objectives. This position is accountable for day-to-day program operations, supporting strategic initiatives, and providing guidance to volunteers, cross-functional teams and supervising interns.

They serve as a primary liaison for the following program participants: Leadership Boise Academy participants (and guardians) Leadership Boise Academy Ambassadors, Leadership Boise Planning Team Academy Liaisons, Leadership Boise Volunteering-Day Committees/Teams (composed of one member from each of the Year One LB "families.")

They serve as a primary supervisor of the following Leadership program design and operations: Leadership Boise Alumni Assn Community Leadership Awards (nominations, nominees, judging committee, finalist announcements and marketing), Boise Young Professionals (BYP) Leadership Team coordination and participation in the YP Summit (role assignments/on-site supervision), BYP New Member Engagement program (working with volunteers to ensure immediate engagement and retention of new members-- whereas, the Director supervises and manages the Annual BYP retention strategy).

Planning and supervision of these participants and program components are essential in the operations and development of the Chamber Leadership programs: Boise Young Professionals (BYP), Leadership Boise (LB), Leadership Boise Academy (LBA), the LBA Ambassador Program, and the LB Alumni Association, and includes design, engagement, volunteer management, program and post-event statistics, marketing strategies and collaboration with Chamber departments for support, sales, and general Chamber member-engagement.

Job Duties and Responsibilities:

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, experience, and abilities required. Reasonable accommodations may be available, upon request, to enable individuals with disabilities to perform the essential functions.

- Coordinate and collaborate with program volunteers, committee members, and internal departments to support successful program outcomes

- Serve as a primary point of contact for LB Academy students and Ambassador Program participants, providing guidance and ongoing communication
- Manage preparation of participant materials, registration processes, and post-event follow-up for LB and LBA with oversight from the Director of Leadership, including utilization of Google Drive, Wufoo, and Chamber CRM and Internal Drive
- Maintain flexibility to support programs through varying schedules, including evenings and early mornings
- Navigate high-pressure situations, adapt to last-minute changes, and ensure successful program delivery
- Manage and oversee the process for maintaining BYP membership records, including new member outreach and interface with the CFO related to dropping memberships
- Manage and oversee the process for generating and collecting nominations for the Community Leadership Awards, including communicating with judges, compiling scores, and presenting finalists to the Director of Leadership Programs, and managing marketing of awards on Chamber website – per Director’s design – interfacing with Chamber Marketing Department
- Manage and oversee the process for generating and collecting nominations for the Young Professional Awards (part of the BYP Celebration event) including communicating with judges, compiling scores, and presenting finalists to the Director of Leadership Programs, and managing marketing of awards on Chamber website – per Director’s design – interfacing with Chamber Marketing Department
- Collaborate on the scoring process for LB & LBA class recruitment, including communicating with planning team, LB President, Director, and interviewers as needed
- Work closely with LB Planning Teams (participants) providing guidance and support in areas as designated by the Director
- Coordinate on-site logistics, registration, materials, and volunteer management for monthly and annual BYP events
- Create slideshows for large events, and co-design other marketing content needed for event announcements, programs, and department collateral as designed and written by the Director, to augment Chamber marketing manager support
- Function as the Leadership Department liaison to the Chamber Social Media Manager to ensure monthly and seasonal posting are completed and correct materials are available to them
- Organize, support, and occasionally facilitate BYP and LB Academy Ambassador meetings
- Produce and Manage correspondence, reports, spreadsheets, and documentation
- Manage the application process and ongoing supervision of department interns
- Provide operational and financial support
- Manage and maintain google drives for LB and BYP.
- Perform additional duties as assigned to support organizational needs

Required Skills and Abilities

- Management or team leadership experience
- Proven ability to manage multiple programs and priorities in a fast-paced, results-driven environment
- Ability to manage multiple deadlines within a short period of time
- Demonstrated leadership, initiative, and accountability for program outcomes

