



Leadership Program Manager Job Description April 2026

About Leadership Council SMC

Leadership Council SMC, based in South San Francisco, is a small nonprofit that strengthens leaders and fosters public-private partnerships to spark innovation for a thriving region. We are a flexible team dedicated to connecting, inspiring, and educating leaders from the business, government, and nonprofit sectors to positively transform San Mateo County and find solutions for the biggest issues facing our county. We aim to foster cross-sector collaboration, diversify the leadership pipeline, and democratize leadership professional development.

About the Position

The Leadership Program Manager is an exempt position that averages 40 hours per week and is an integral team member, responsible for planning and coordinating all logistical aspects of Leadership Council SMC's two 10-month Immersion Programs: Leadership CORPS and Emerging Leaders.

The Leadership Program Manager is required to:

- Work on-site at our monthly in-person Learning Days from September through June (a minimum of two days per month). Learning Days are held at various locations throughout San Mateo County.
- Work on-site/in office for a minimum of three days per week.
- Work on-site at all other events and meetings hosted by Leadership Council SMC (minimum of 1-2 times per month, occasional evenings).
- Provide scheduling and administrative support to our two Co-Presidents, to whom this position reports.
- Attend weekly team meetings.

Key Responsibilities

Leadership Program management and coordination:

- Initiate and facilitate discussions about curriculum ideas and provide input on Leadership Immersion Programs. Plan and execute Learning Day agendas each month for both programs.
- Identify and engage expert speakers and community resources.
- Plan and coordinate all Leadership Immersion Program logistics, including, but not limited to, site selection, parking/transportation, meals, invitations, registration processes, and relevant materials. Provide technical support and troubleshooting. Ensure program participants and speakers feel welcomed and supported before, during, and after the programs and events.
- Manage the Leadership Immersion Program budget.
- Manage curriculum content and participant engagement on an online platform called Mighty Networks.
- Continually develop and expand knowledge of issues in San Mateo County while maintaining relationships with key leaders involved in those issues.

- Serve as a liaison and point of contact for Leadership Immersion Program participants, speakers, and other Leadership Council SMC key stakeholders.
- Serve as the on-site manager for all logistics on each of the Learning Days throughout the year. This requires prompt arrival early in the morning and the ability to stay until clean up is complete.
- Facilitate and lead the Outreach and Application Review Committee throughout the participant nomination, selection, and notification process. Disseminate materials, input the accepted participants into the database, maintain welcome materials, and send welcome letters with materials to those selected.
- Lead the annual scheduling of all learning programs, sending invitations/announcements, and recruiting volunteers.

Executive management

- Manage the database for our program participants, speakers, sponsors, partners, donors, volunteers, board members, task force and committee members, prospective applicants, consultants, vendors, venues, and caterers.
- Draft high-quality communications and marketing materials.
- Coordinate travel plans and reservations for speakers (e.g., air, ground, hotel).
- Check the general email inbox and postal mailbox on a regular basis, and when appropriate and on time, respond to messages or forward to others to respond.
- Operations and Communications support, as needed.

Qualifications

You are required to have: A current California driver's license, access to a registered, reliable, and fully insured automobile, ability to drive throughout San Mateo County.

This job could be the right fit for you if you are:

- Passionate about civic engagement and improving San Mateo County so all residents can thrive.
- Experienced in managing public sector or nonprofit programs in San Mateo County.
- Organized and detail-oriented: you juggle multiple tasks by setting priorities, managing your time to meet deadlines, monitoring progress, and keeping others informed. Nothing falls through the cracks on your watch, and if it does, you handle it with grace and maturity.
- An effective communicator: you can provide clear and thorough instructions on time, verbally and in writing. Committed to the brand, reputation, and voice of the organization.
- Looking to work at a small organization in growth mode with career growth opportunities. You enjoy working in a team environment and are flexible as job requirements shift.
- Technologically proficient with Google applications (e.g., Google Drive), databases, MSOffice, Slack, Zoom, Constant Contact, Eventbrite, Canva, Survey Monkey, and social media platforms; willing and able to learn new digital platforms quickly.
- People-centered: you anticipate, understand, and respond to the needs of internal and external stakeholders to meet (and exceed) their expectations.
- A self-starter: you are independent, proactive, and take initiative in ways that positively influence others to achieve results in the best interest of the organization.
- Adaptable: you are flexible and comfortable with change.
- Skilled in fostering teamwork: you enjoy working collaboratively with staff and volunteers to set goals and find creative/innovative solutions that strive towards excellence.
- Ethical and behave in ways that align with the values of the organization.
- Able to pick up and carry boxes and equipment weighing up to 25 lbs.

Organization's website: www.leadershipcouncilsmc.org

Full-time, exempt position - on average 40 hours/week; in-office for a minimum of three days per week. Annual salary:

\$70,304 plus benefits or commensurate with experience.

To apply, email info@leadershipcouncilsmc.org with the subject “Leadership Program Manager,” and attach a resume and a cover letter that explains why you are excited to work with Leadership Council San Mateo County.