



## Program Associate Position Description

### About Leadership North Carolina

Leadership North Carolina's mission is to inform, develop, and engage committed leaders by broadening their understanding of and involvement in issues and opportunities facing our state. LNC is one of the oldest and most respected statewide leadership programs in the country. Since 1995, LNC has provided cutting-edge programming, cultivating a network of North Carolinians with diverse backgrounds and experiences who represent the many geographic areas of the State and who are committed to having an impact.

Every summer LNC selects a class of engaged North Carolinians to learn about issues related to government, economic development, health and human services, education, the environment, and inclusive leadership. Each class of approximately 55 leaders attends an orientation retreat and six two-day sessions during the LNC program year. Sessions combine presentations, tours, experiential learning activities, and facilitated dialogue to educate participants about challenges and opportunities facing the state. The LNC program supports the exploration of multiple perspectives in a safe and respectful environment. LNC class members build their personal and professional networks as they work to turn knowledge into action and leverage resources for the benefit of the state and its people. Graduates of LNC join a powerful group of more than 1,500 alumni. LNC supports ongoing education, networking, and service and engagement opportunities for participants.

### The Opportunity

Leadership North Carolina is seeking a dynamic program associate with a record of success in event planning, project management, and communications. The program associate will have a portfolio of responsibilities to support the vice president of programs in the execution of LNC's Core Program and Alumni Program, with key areas of responsibility including:

- Management, responsibility, and oversight of event logistics, including venue outreach, contract negotiations, catering arrangements, budget management, vendor selection and communications, and onsite supervision of execution
- Communication with program participants, session presenters, and alumni
- Development and execution of alumni receptions connected to each program session
- Coordination of schedules with planning committee members and event presenters
- Development and proofreading of event materials (slide decks, website content, nametags, printed materials, etc.)
- Management of attendance surveys, evaluations, event invitations, and RSVPs
- Maintenance of Salesforce database content and reporting
- Support for recruitment efforts and the annual application and selection process, including supporting outreach to prospective applicants and LNC partners and tracking submissions
- Content development and collaboration with the LNC team on organizational communications, including email newsletters, press releases, and social media

## Key Working Relationships

**Reporting:** The program associate will report to the LNC vice president of programs.

**Team and Interactions:** While the program associate reports directly to the vice president of programs, ability to work and make decision independently is critical. Team-based collaboration with the president, vice president of programs, operations director, board members, alumni, and external constituents are also essential to ensuring a rewarding experience for constituents and a supportive and productive work environment.

## Position Location and Travel

The position is located in Raleigh, North Carolina. The work environment is hybrid, with the flexibility to work from home and LNC's co-working space. Monthly overnight travel from October through May is required (12-15 nights/year). Additional travel will be required as needed to support site visits and alumni events and engagement.

## Core Competencies and Qualifications

The successful candidate will meet or exceed the minimum qualifications listed below:

- Associate degree required, bachelor's degree strongly preferred
- 3+ years of experience with event and logistics planning and communications required, nonprofit experience preferred
- Excellent written and verbal communication skills
- Exceptional attention to detail and proofreading ability
- Creative problem solver
- A self-starter who enjoys taking initiative
- Personable/friendly demeanor
- Effective time-management skills and ability to manage competing priorities
- Ability to work both independently and in a team environment while handling multiple projects and meeting deadlines
- Proficiency with Office and Google suites
- Swift competency in MailChimp, Salesforce, WordPress, virtual meeting platforms, and project management software required if not brought to the job
- Ability to occasionally move boxes weighing up to 25 lbs. and infrequently move boxes weighing up to 50 lbs., move session materials in and out of vehicles, and transport materials using a rolling cart

## Salary and Benefits

- Salary range of \$50,000-\$60,000 with compensation based on experience
- HSA Plan Employee Health Insurance (LNC covers 100 percent of the employee premium + HSA contribution)
- Dental Insurance (LNC covers 100 percent of the employee premium)
- SEP IRA Contribution of 10 percent of base salary (begins after completing service in three of five years)
- Annual Leave (Vacation Leave) 7.5 hours accrued per month / 12 days annually
- Personal Leave (Sick Leave) 7.5 hours accrued per month / 12 days annually
- LNC closed in observance of federal and state holidays
- Monthly mobile phone and home internet stipends

## To Apply

To apply, please submit a cover letter, résumé, and contact details for two references to [jobs@leadershipnc.org](mailto:jobs@leadershipnc.org) by August 2, 2024.

LNC is a nonprofit corporation, organized pursuant to Section 501(c)(3) of the IRS code, and is an equal opportunity employer. The organization relies on corporate and individual sponsorship, participant program fees, grants, and donations to fulfill its mission. LNC does not and shall not discriminate based on race, color, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its application procedures, activities, or operations. These activities include, but are not limited to, evaluating participant applications; selection of class participants, volunteers, and vendors; and provision of services. Each year, LNC strives to build a class that reflects the diversity of the state. Additionally, LNC is committed to providing an inclusive and welcoming environment for all participants, alumni, staff, volunteers, and vendors. For more information about LNC, visit our website at [www.leadershipnc.org](http://www.leadershipnc.org).