



Local Government Commission

Program Director Position for our CivicSpark Program

WHO WE ARE

The Local Government Commission (LGC) is a nonprofit organization fostering innovation in environmental sustainability, economic prosperity, and social equity. LGC works to build livable communities and local leadership by connecting leaders via innovative programs and network opportunities, advancing policies through participation at the local and state level, and implementing solutions as a technical assistance provider and advisor to local jurisdictions. Current program areas include Community Design, Healthy Communities, Water, Climate Change, Energy, and National Service. Our focus is on making communities more livable, prosperous, resilient, and sustainable.

In our mission to build livable communities and local leadership, we strive to address inequities throughout our work: in our events and network opportunities; as we advance policies through local and state engagement; and as we provide technical assistance to local jurisdictions. Our work supports those dedicated to improving their communities, and we believe that change is best advanced at the local level.

CivicSpark is a Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address environmental and social equity community resilience issues such as: climate change, water resource management, and access to opportunities. Each year, CivicSpark recruits Fellows who serve community needs by implementing projects across California.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

WHO WE'RE LOOKING FOR

We are looking for a dynamic and outgoing leader to direct all aspects of the [CivicSpark Program](#) including guidance and support for a team of 13, program strategy and growth, program operations (both fiscal and programmatic), and participation in the overall LGC leadership team.

WHAT YOU CAN BRING

We are searching for candidates with at least:

- A bachelor's degree in Business Administration, Political Science and Government, Public Policy, or a relevant field and five years of experience with increasing leadership responsibility.
- Excellent written and verbal communication skills.
- Comfort with public speaking and facilitation.
- Comfort using a variety of software platforms (including Microsoft Suite and Google Docs) and the flexibility and ability to learn new systems that might be unfamiliar.
- Attention to details, deadlines, and timelines.

Our Ideal candidate would bring:

- Strong program operations experience (ideally including experience scaling programs and a history of developing and managing program performance metrics)
- Experience managing an AmeriCorps or similar fellowship, internship, or educational program.
- A track record of development and fund-raising (sponsorships, grants, or other forms)
- Significant program management experience (including budget tracking and grant reporting)
- Experience cultivating a culture of diversity and inclusion and advancing structural perspectives and improvements for equity and justice.
- Experience supervising and mentoring individuals and teams through collaborative and empowering approaches that hold a team to a high standard, while still building trust, engagement, and commitment.
- Experience building strategic and programmatic partnerships with diverse coalitions and networks.

Additional contributions we value (but are not required):

- Familiarity with local governments in California especially as relates to environmental and social equity issues.
- Data management experience (e.g. CRM utilization, database utilization)
- Impact evaluation experience (study design, and implementation)
- Experience with curriculum development and/or leadership development practices
- Experience building a strong product or service brand/message.
- Advanced training, experience, or degrees.

RESPONSIBILITIES

The Director has primary responsibilities for overall program direction which function to lead and guide the other program areas and has secondary responsibilities to engage and support the main program divisions which are each overseen by Managers.

Primary Program Direction Responsibilities

Strategy

- Develop, execute, and communicate comprehensive program strategy (including annual planning activities) that reflects the organizational and program missions including a

commitment towards practices that promote a culture of diversity, equity, and inclusion.

- Identify emerging trends, potential challenges, and new opportunities that might affect the program's success.

AmeriCorps Oversight

- Oversee AmeriCorps grant development, contract administration, and reporting activities including tracking progress toward overall performance measure targets and program compliance.

Operational Oversight

- Build a strong and cohesive team structure through direct supervision, mentorship, feedback, and support for a leadership team of project managers, and through overall team coordination and support to ensure the team has the knowledge, skills, ability, and resources needed to succeed and grow.
- As needed lead and/or support staff hiring processes (position description development, interviewing, selections, onboarding).
- Establish clear program infrastructure (roles, responsibilities, outcomes) and work with managers to operationalize and implement the infrastructure.
- Oversee the program budget including forecasting, tracking, and planning, and work with LGC Fiscal and program staff to track program revenue and expenses.

Leadership and Growth

- Participate in the LGC Leadership Team, coordinating organizational wide alignment and engagement with other LGC program areas.
- Serve as a leadership voice for LGC and the CivicSpark program through presentations, meetings, advisory committees, and written communications to build a diverse network of allies, stakeholders, and supporters.
- Lead development and fundraising activities to secure partnership match funding as well as identification of additional funding sources including by developing and maintaining external relationships with funders and partners.
- Lead definition and implementation of evaluation activities including evaluation and refinement of program policies and procedures.

Secondary Program Areas Responsibilities

- Program Administration and Development
- Communications and Marketing
- Program Operations
- Service Learning
- Program Implementation

This position will require occasional travel.

COMPENSATION & BENEFITS

This position is full-time and exempt. The annual full-time salary range for this position is \$98,000 - \$110,000 (based on qualifications). The benefits package includes:

- 100% employer-paid medical, dental, and long-term disability coverage.
- Vacation: Ten days of paid time off accrued in years one and two / three weeks accrued during year three.
- 12 paid holidays per year.
- Access to the LGC's Employee Assistance Program.
- 401K retirement plan with an employer contribution which is currently up to 4% of salary. Full-time employees are eligible to participate in the plan after one year of employment.

APPLICATION PROCESS & DEADLINE

Applicants should email their résumés and cover letters describing their qualifications and interest in the position to Aisha Salahuddin at the Local Government Commission (hr@lgc.org). Please use the subject line "CivicSpark Program Director Search."

Local Government Commission is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. Our agency embraces a diverse & culturally rich workforce, and we welcome all candidates to apply.

Please submit applications as soon as possible. The position is open until filled.