

Education Manager and Field Rep

About CalNonprofits

CalNonprofits is a statewide policy alliance of more than 10,000 organizations and the voice for California's nonprofit community. Through our advocacy, we protect and enhance the ability of California nonprofits to serve our local communities, our state, the nation, and the world.

We are proud of our public policy accomplishments and our education programs and encourage applicants to learn more about our work at www.calnonprofits.org.

The Opportunity

Full time, exempt position reporting to a CalNonprofits Director

Based in CalNonprofits' Los Angeles office at 1000 North Alameda (after pandemic restrictions are lifted)

This new position with CalNonprofits will have two distinct elements:

A. Education Program Manager (65%)

CalNonprofits is in the process of formalizing our already-extensive webinar-based education programming on public policy as well as compliance topics such as accessing public funds, engaging in nonprofit advocacy, and complying with government regulations.

This person will manage the education program including participating in program strategy development, event planning and production, and follow-up activities. As a member of the team, they will participate in team discussions about education program goals, topics, agendas, speakers, pricing, frameworks, and more.

As this program is still under development, this person will also be a part of shaping the program as it evolves.

Tasks will likely include:

- Work with the CEO, staff, and stakeholders to evolve the education program strategy and plan
- Work with a wide variety of speakers and partners before, during, and after the events
- Manage all technical aspects of each event, including Zoom setup and tech support during events, reminders, follow-up emails, securing closed caption and language services, and other tasks.

- Working with the Communications Director and other staff to make sure publicity for each event or series is timely and accurate
- Supporting CalNonprofits members and the membership program through the educational program

B. Los Angeles Field Representative (35%)

As our field representative in Los Angeles, this person will build on previous years' work to develop and maintain connections with our constituencies: nonprofits, foundations, local government bodies, and policy coalitions.

Tasks will likely include:

- Participate in phone calls, video meetings, and (post-pandemic) in-person meetings with local nonprofit leaders, funders, and members of policy coalitions
- With the support of the Public Policy Director and the CEO, represent CalNonprofits at meetings with local elected officials or their staff
- Working with CalNonprofits' southern California board members

This position is likely to be work-at-home until the building reopens, at which time it is likely to require three days per week in person at the office in downtown Los Angeles. In-office presence is important to support engagement with other organizations and program partners housed in the same building.

Our small staff of six, including this position, allows each staff person to learn about and be involved in various aspects of our work. We take collaborative approaches and value a willingness to support projects beyond one's job description. In other words, we help each other to produce the best work we can.

Requirements

- Experience with Los Angeles nonprofits, as a paid staff person or as a volunteer
- Demonstrated commitment to the nonprofit community
- Experience with adult education programs, including online educational events
- Experience communicating and working successfully with people of diverse backgrounds
- Experience with technical tools, including Google Suite, databases, Zoom, and Microsoft Office, and curiosity to learn
- A car and ability to drive to locations around southern California as the pandemic lifts
- An at-home or other location suitable for remote work
- Ability to work on one's own and with remote teams

- Experience working successfully in an environment where priorities can shift quickly

Bonus points for:

- Experience working with government staff, foundation leaders, and with coalitions
- Existing networks within the Southern California nonprofit community
- Experience with nonprofit public policy work or nonprofit capacity building
- Hands-on experience at a community-based nonprofit

We seek to build a staff of people with a variety of perspectives and life experiences.

Compensation and benefits

Salary range: \$65,000 - \$75,000

CalNonprofits offers generous benefits, including three weeks of PTO. New employees begin accruing PTO immediately, plus 11.5 paid holidays. Full-time employees are eligible for employer-paid health insurance, dental, vision, and life insurance, and, after 6 months, an employer-matched 403b retirement plan. **CalNonprofits is a Public Service Loan Forgiveness qualified employer.**

To Apply

Please send a resume and cover letter explaining why you are a good match for CalNonprofits and this position to: [hiring@calnonprofits.org](mailto: hiring@calnonprofits.org). No phone calls, please. Please put your full name and “Education Manager/Field Rep” in the subject line. Applications will be considered on a rolling basis until hire.

CalNonprofits is an equal opportunity employer, and we recruit, employ, train, compensate, and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.