



## Family, Career and Community Leaders of America

### ***POSITION DESCRIPTION***

**Date Written or Revised:** March 2024

**Title:** Leadership and Programs Manager

**Department:** Leadership

**Supervisor:** Leadership and Programs Director

**Job Status:**     ☒ Full-time                      ☒ Exempt  
                         ☐ Part-time                        ☐ Non-Exempt

#### **PRIMARY PURPOSE**

The Leadership and Programs Manager plays a crucial role in overseeing key facets of FCCLA's operations, including the governance of the National Executive Council (NEC), guiding National Officer Candidates (NOC) through the election process, and managing State Officer Networks. This role is pivotal in recognizing youth achievements and orchestrating the production of general session presentations for all national meetings. Beyond these core responsibilities, the manager enhances the effectiveness of the Leadership Training Team and Leadership Academy, providing essential support and direction for training initiatives. Furthermore, the manager is instrumental in the development and implementation of programs that are central to the organization's mission. Through strategic oversight and dedicated leadership, this position is essential in advancing leadership development and achieving operational excellence across FCCLA programs.

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#### **ESSENTIAL FUNCTIONS**

**Management of the National Executive Council and the national election process as well as conference general session content.**

*Percent of time spent: 60%*

*Key Responsibilities*

- **Goal Setting and Program Development:** Collaboratively develops and recommends strategic goals, objectives, and a comprehensive Program of Work in conjunction with the National Executive Council to ensure alignment with FCCLA's mission and strategic priorities.
- **Management of National Executive Council activities and the National Officer Candidate election processes:** Oversees the activities of the NEC and NOC, ensuring seamless integration with other programs, departments, or staff activities. Evaluates processes and outcomes, making recommendations and taking decisive action to enhance efficiency and effectiveness.
- **Stakeholder Engagement and Liaison Work:** Actively engages and maintains strong liaison connections with students, staff, and external community agencies. This role is pivotal in facilitating the achievement of National Executive Council objectives through effective communication and collaboration.
- **Conference Production Management:** Directs the production of NEC-related events at national conferences, ensuring high-quality presentations and engaging experiences for all attendees. This includes planning, coordination, and execution of all logistical and content-related aspects.

- **Reporting and Analysis:** Prepares and disseminates periodic and special reports on NEC activities, progress, and status for both internal and external audiences. This responsibility includes analyzing data to inform future actions and reporting on achievements and areas for improvement.

**Support the Leadership and Programs Director with the activities and functions of the Leadership Training Team (LTT) and youth education trainings, conference workshops, including Leadership Institute.**

*Percent of time spent: 20%*

*Key Responsibilities*

- **Leadership Training Development:** Oversees the creation and refinement of FCCLA Leadership Training modules, ensuring they meet the educational objectives and leadership development needs of officers and members. This involves curating content that is both engaging and effective in enhancing leadership skills.
- **Presentation Review and Quality Assurance:** Reviews and assesses developed presentations for accuracy, relevance, and engagement. Ensures all materials meet FCCLA's standards and are aligned with the organization's goals and values.
- **Team Management and Coordination:** Organizes and defines the roles and responsibilities of the Leadership Training Team members, fostering a collaborative environment that encourages innovation and excellence in leadership training delivery.
- **Leadership Institute Implementation:** Manages the implementation of the FCCLA Leadership Institute, ensuring the program effectively incorporates leadership principles and practices that are relevant to FCCLA's mission and the personal development of its members.

**Management of individual youth recognition processes, National Program award applications and partnership contests.**

*Percent of time spent: 20%*

*Key Responsibilities*

- **Youth Scholarship process, Program Award application and Partner Contest Oversight:** Oversees the entire process for youth scholarships, program and contest applications, ensuring a clear, accessible, and equitable process is in place for applicants.
- **System Management:** Manages and updates the application and award systems, ensuring they are user-friendly and efficient for both applicants and reviewers.
- **Eligibility and Criteria Definition:** Reviews and updates eligibility criteria and selection processes to ensure they align with FCCLA's mission and values and are transparent to all stakeholders.
- **Application Review Coordination:** Coordinates the youth scholarship, programs award, and partner contest application review process, including the selection and training of reviewers, to ensure a fair and thorough evaluation of all submissions.
- **Award Disbursement:** Manages the logistics of all youth and chapter award disbursement, ensuring recipients receive their awards in a timely and organized manner.
- **Recognition Programs:** Develops and implements recognition programs for award recipients, highlighting their achievements and contributions to the FCCLA community.

**EDUCATION AND EXPERIENCE REQUIRED**

*Education:* Bachelor's degree required.

**Experience Required:** Applicants must have 3-7 years of relevant experience in youth-oriented roles and administrative support, complemented by outstanding management capabilities. The candidate should exhibit strong leadership attributes, including proficient interpersonal and written communication skills, along with being highly organized, imaginative, and efficient. Proficiency in MS Office applications and experience with databases are essential, alongside the aptitude to rapidly learn and adapt to new software applications. The employee will occasionally need to lift and/or move heavy objects, equipment, and/or boxes, particularly during conference preparation and onsite meetings of upwards of 25 pounds.

## **TRAVEL REQUIREMENTS**

15-20%

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## **WORKPLACE LOCATION REQUIREMENTS**

For the initial 90 days of employment, the selected candidate will work exclusively on-site at FCCLA's headquarters office in Herndon, VA. After the initial 90 days, the Leadership and Programs Manager will follow a hybrid work schedule comprising of two (2) days in the office at FCCLA's Headquarters in Herndon, VA, and three (3) days of remote work each day of the week unless otherwise communicated.

## **COMPETENCIES:**

- Microsoft suite products, Monday.com, and an ability to quickly learn technology products as needed
- Manages multiple tasks at the same time
- Demonstrates strong business writing skills and edits documents for errors, grammar, and content
- Writes business correspondence and other documents clearly and professionally
- Demonstrates positive customer service interaction
- Works collaboratively with other staff and teams
- Demonstrates the technical knowledge and skills to perform responsibilities effectively
- Demonstrates strong interpersonal skills and manages conflict effectively
- Exhibits a consistently high level of attention to detail and accuracy
- Highly organized, uses time efficiently, and consistently meets deadlines
- Able to set priorities for routine work
- Demonstrates initiative in maintaining a regular workload and assisting others as time permits
- Able to develop and implement basic process improvements for various routines and systems
- Able to integrate long-term assignments effectively along with routine, daily work

## **BENEFITS**

FCCLA provides a comprehensive benefits package that encompasses a wide range of offerings such as health, dental, and vision insurance, retirement contributions, as well as paid leave for sick days, annual leave, maternity/paternity leave, and holidays. Detailed information on these benefits will be provided to candidates during the application process.

## **EMPLOYER'S RIGHTS**

FCCLA's management reserves the right to review and revise this document at any time. Employees are expected to perform any other duties or tasks that are assigned. This document represents a description of intended job content and performance requirements and is expected to be revised annually or when a major change occurs. The existence of this document should not be construed in any way to represent an actual or implied contract of employment.

This organization grants equal employment opportunities to all qualified persons regardless of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

It is the intent and desire of the National Board of Directors that equal opportunities be provided in recruitment, selection, salary, promotion, benefits, privileges, and all other terms and conditions of employment.