

Position: Program Fellow
Reports to: Director of Programs
Location: Washington, DC

ADI is seeking a full-time Program Fellow to manage its premier Women's Leadership Program designed to empower a cohort of women to ascend to the highest levels of public leadership. The Program Fellow will work closely with the Director of Programs to ensure the success of the program by leveraging the talents and networks of accomplished advisors, helping to plan the launch conference in December, and coordinating regular meetings of program mentors and participants. For this role, ADI is seeking a talented and hard working individual with excellent communication and organizational skills who is able to commit to the program through 2010.

Our Women's Leadership Program will officially launch December 10, 2009 at our Conference on Women's Leadership in Washington, DC. The conference will introduce paired mentors and fellows, provide training sessions, panel sessions and a luncheon featuring current high-profile leaders in both the public and private sectors.

ADI Background

ADI brings together accomplished leaders who combine high-performance enterprise with thoughtful public-minded citizenship to share their experience with the next generation of leaders in order to strengthen our democracy. We are dedicated to engaging, educating, and empowering a new generation of emerging public leaders that will expand the circle of opportunity, equality, and justice.

Position Description

The Program Fellow will direct a comprehensive program for emerging and current women leaders. Working closely with the Director of Programs, responsibilities will include the cultivation of external relationships and contacts, maintaining existing relationships, program design and curriculum, and other responsibilities as needed.

Additionally, possible responsibilities may include assistance in all development-related assignments necessary to sustain the program.

Responsibilities

Envision, plan, and help implement ADI's Women's Leadership Program

- Help lead the development of a year-long leadership development program
- Implement strategies to meet program development goals, updating plan as needed
- Develop, track and report progress to both the Project Manager and Director of Programs
- Coordinate action items with Director of Programs to achieve goals

Design Curriculum of the Conference on Women's Leadership

- Write training materials for Women's Leadership Fellows and Mentors
- Draft questions for panel moderators at the Conference on Women's Leadership

- Formulate evaluations to be completed by Fellows and Mentors, which will help ADI improve the Program in the future

Develop and cultivate relationships

- Develop and manage relationships with current and future women leaders involved in the program
- Ensure the program meets the needs of each participant involved

Work with Director of Development to sustain the program

- Assess opportunities for donor cultivation events with the Director of Development
- Create and implement events, with staff support, as appropriate

External Communications

- Write and publish program updates and outreach in ADI's newsletter
- Draft memos and emails as necessary
- Represent ADI externally as needed

Organizational responsibilities

- Provide key contributions to overall strategy, priorities and management of the program
- Work collaboratively with other ADI staff members whose job responsibilities may benefit the program (leadership, communications, research, administration, other)
- Manage programs timeline and ensure ADI staff adheres to all related deadlines

Ideal Candidates Would be/have:

- Recent graduate/post graduate
- Interest in expanding their skills in organizational management and operations
- Self-motivated and hard working
- Exceptional writing, research, and analytical skills
- Ability to work well in a team-based environment
- Excellent oral communication and interpersonal skills; Ability to effectively communicate with diverse audiences
- Ability to lead multiple long and short-term projects simultaneously, meeting all related deadlines
- Ability to work unsupervised and make decisions and solve problems independently, effectively and creatively

To Apply

Email cover letter and resume in separate attachments to Kirsten Sands at ksands@americandemocracyinstitute.org.