



Manager, Professional & Leadership Programs

Society for Advancement of Chicanos/Hispanics and Native Americans (SACNAS) is the largest multicultural and multidisciplinary STEM diversity organization in the country. [SACNAS](#) is an inclusive organization dedicated to fostering the success of Chicanos/Hispanics and Native Americans, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM. SACNAS serves over 6,000 members and has 115 student and professional chapters throughout the United States and Puerto Rico. SACNAS influences a larger STEM community of over 25,000 through outreach, advocacy, and production of the [National Diversity in STEM Conference](#).

SACNAS is seeking to hire a program development specialist for the role of **SACNAS Professional & Leadership Programs Manager**. The ideal candidate will have experience in the non-profit environment and will be able to provide vision, leadership and support for SACNAS' current and future professional and leadership development programs designed for STEM professionals from underrepresented and historically marginalized backgrounds. This person will be able to appropriately represent SACNAS before external audiences and will ensure that the values, mission, and strategic vision of SACNAS are evident throughout all programming initiatives.

The Professional & Leadership Programs Manager reports to the Director of Programs and is a member of the SACNAS Programs Team. This is a full time, exempt position which can be performed remotely or from our headquarters in beautiful Santa Cruz, California.

Duties and Responsibilities:

- Manage existing and future programs, targeted at postdocs and professionals, that will focus on enhancing leadership skills and supporting professional development (e.g. the Linton-Poodry SACNAS Leadership Institute (LPSLI) and the Postdoc Leadership Institute (PLI)).
- Serve as staff-liaison for relevant sub-committees and collaborate with board members and/or society members on the planning and development of leadership and professional development programs.
- Identify opportunities for new and expanded program development to ensure the delivery of high-quality leadership development and professional development services
- In collaboration with the Director of Programs, ensure continuous quality improvements through ongoing needs assessments and evaluations of programming
- Develop and produce a suite of virtual leadership and professional development web content to keep SACNAS' professional community engaged year-round.
- In collaboration with the National Chapters Manager, develop and improve programming for Professional Chapters at regional meetings, on virtual platforms, and at the national conference.
- In collaboration with the Membership Manager, develop and facilitate online communities for professional SACNAS members and alumni of SACNAS leadership programming.
- Design an effective mentoring program and support network for STEM professionals.
- In collaboration with the Associate Director of Conference and Events and the Director of Programs, ensure that the annual SACNAS conference includes content that is appropriate and attractive to STEM professionals across sectors.
- Participate in and lead sessions at the annual SACNAS conference when necessary.
- Build partnerships with external institutions and engage SACNAS members and the broader STEM community to strengthen our professional development and leadership offerings.
- In collaboration with the development and grants management staff, contribute to the identification and development of new funding opportunities for programs.

- Oversee special projects as assigned.

Required Qualifications:

- Demonstrated experience working with diverse populations including postdocs and STEM professionals
- Experience facilitating the development and delivery of innovative (including online) programming and social networking aimed at an audience of STEM professionals.
- Experience with program development, execution and continuous improvement through evaluation.
- Familiarity with planning and executing small and large group events.
- Excellent interpersonal, written and oral communication skills.
- Experience and high comfort level with public speaking.
- Flexibility to handle multiple tasks simultaneously.
- Commitment and sensitivity to SACNAS's values, mission, goals and programs.
- Ability to work evenings and weekends on occasion, in addition to in-state and out of state travel.

Required Education and Experience:

- Master's degree in a related field and at least five years of experience in a higher education, non-profit management, science, government, or philanthropy, OR any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved.

Preferred Qualifications:

- Masters or PhD degree in a related field and five to seven years of experience in developing and managing programs, career development services.
- Strong partnership development.
- Experience working with Chicanos/Hispanics, American Indians or other under-represented minority populations. Familiarity with first generation or low-income college student populations also helpful.
- Grants management, writing and reporting experience.
- Knowledge of latest research on STEM professionals and STEM leadership.
- Demonstrated understanding of career development and leadership principles and practices and how they could be applied to academia, government and industry.
- History with SACNAS.
- Bilingual in Spanish.

Salary and Benefits:

- Salary Range - \$60,000-\$75,000 annually
- Health, dental, vision, acupuncture, chiropractor & life insurance plans
- 401K retirement
- Professional development support
- Generous PTO & Paid Holidays

Application Process:

Please provide a resume, a cover letter highlighting minimum and desired qualifications, and three professional references. All materials must be submitted to be considered. Application materials should be sent as a single document to: jobs@sacnas.org. Position will remain open until filled.

EEO Statement:

It is the policy of SACNAS not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws.

SACNAS is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SACNAS promotes equal opportunities for all employees and applicants for employment. Further, SACNAS will fully comply with all applicable equal employment federal, state and local laws and regulations.