



**Springboard To Opportunities**  
*www.springboardto.org*

## **Position Description – Manager Fellowships and Advocacy**

### **Springboard To Opportunities**

Springboard To Opportunities connects families living in affordable housing with resources and programs that help them advance themselves in school, work and life. We do this by working directly with families, as well as by establishing strategic partnerships with other organizations that help residents achieve their goals. Springboard To Opportunities was formed with the understanding that affordable housing alone is not enough to create thriving communities where all residents can succeed.

### **Manager Fellowships and Advocacy - Overview**

Springboard seeks a Manager of Fellowships and Advocacy to help lead the organizations fellowships and ongoing advocacy efforts. The position will manage recruitment, selection, design, and delivery of STO's four fellowship programs: Policy and Systems Change Fellowship, Workforce Development Fellowship, Education Advocacy Fellowship, and Youth Fellowship. The fellowship programs and advocacy efforts are designed to support residents in low-income housing in making connections between public policies and their lived experiences, training residents on storytelling and advocacy skills, and helping residents recognize their own power to lead advocacy efforts, organize, and create change within their communities. The position will have substantial interaction with outside partners, including policy and advocacy organizations, foundations, and other community organizations. The position is located in Jackson, Mississippi.

### **KEY RESPONSIBILITIES**

This position reports to the Program Director of Social Economic Wellbeing and is responsible for the following:

#### **Program Strategy and Execution:**

- Assist in directing Springboard's fellowship programs, which includes designing and continued refinement to the curriculum of the four fellowships based on resident feedback and lessons learned, recruiting and selecting residents for fellowships, and leading the implementation of all four fellowships.
- Build relationships with local and national partners who can support fellows as they work through their goals and projects during the fellowship and partner for implementation of the fellowships.
- Implement and lead trainings around organizing, advocacy, power building, and public policy topics for fellows and other Springboard staff as needed.
- Arrange fellow participation in local, state, and national advocacy opportunities, which could include, but is not limited to media interviews, speaking at rallies/events, and testifying before legislative or policymaking bodies.
- Provide fellows with guidance and mentorship throughout the fellowships and post-fellowship to ensure they have the necessary support to reach their goals and continue in their goals and objectives from the fellowship program.

- Design and implement a plan for alumni fellows to stay connected, participate in opportunities, and continue to work toward their goals even after the fellowship is complete.
- Foster strong communication with and among current and former fellows in- person meetings, email, phone calls, and other interactions.

#### **Administration:**

- Utilize Springboard's existing tools to create and execute an evaluation plan for each of the fellowships to capture both outcomes and transformation through the fellowships, as well as opportunities for growth and refinement within the fellowships.
- Foster cross-team and cross-organizational communication and collaboration to support the goals and objectives of the fellowship programs and keep all staff in the loop as to what is happening with the fellowships.
- Other duties as assigned.

#### **PROFESSIONAL QUALIFICATIONS**

- Bachelor's degree required; graduate degree in public policy or nonprofit management/leadership preferred.
- Six (6) or more years of related professional experience, including experience working with low-income populations supervising staff, and strategic planning and design.
- Comprehensive knowledge of public policy issues at a local, state, and federal level, especially those pertaining to low-income families such as the social safety net, education systems, and others.
- Experience and knowledge with organizing, advocacy, and power building strategies.
- Ability to work effectively with significant latitude for independent decision-making and action.
- Ability to effectively communicate (written and verbally) with internal and external stakeholders.
- Ability to solve problems with varying difficulty and serve as a resource to others in this capacity.
- Demonstrated experience with grants management and/or Salesforce or another CRM a plus.
- Proficiency in Microsoft Office software (i.e., Outlook, Word, Excel) required.

#### **WORKING CONDITION/ATMOSPHERE**

This is primarily a day shift position to include 40 hours a week, exempt from overtime pay.

#### **SALARY/BENEFITS**

A salary range of \$60,000 - \$70,000 (based on experience), plus a competitive benefits package including health, dental, short/long term disability insurance, retirement, and generous paid time off.

#### **TO APPLY**

Visit [www.indeed.com](http://www.indeed.com). **Keywords – Springboard, Manager of Fellowships and Advocacy. Resume with Cover Letter is required** with a preferred submission by **December 1, 2023**.

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