



PROGRAM MANAGER POSITION PROFILE

Reboot Representation Tech Coalition

The [Reboot Representation Tech Coalition](#) is a partnership of 18 leading tech companies who have committed over \$12M to close the gender gap in tech for Black, Latina, and Native American (BLNA) women. Reboot spun out of a research report published jointly in September 2018 by McKinsey & Company and Pivotal Ventures, Melinda French Gates' investment and incubation company.

Reboot is leveraging the power and impact of coordinated, corporate philanthropic efforts and influence to efficiently work towards parity across the tech sector and has a specific goal of doubling the number of BLNA women receiving computing bachelor's degrees by 2025. Through measurable, collective action and pooled resources, Reboot is investing in programs and initiatives that focus on recruitment and retention of Black, Latina, and Native American women in computing.

The Coalition is led by a CEO, Senior Director of Programs, and Program Manager, who source and craft grant-investment proposals for the approval of the Coalition's member companies, oversee all operations (including communications and impact measurement & evaluation work), and manage relationships with the Coalition's members. This is a unique opportunity to be part of a small, high-performing team working at the intersection of tech, philanthropy, higher education, and gender/racial equity.

For additional information, please visit <https://www.rebootrepresentation.org/>

THE POSITION

The Coalition Manager is a staff member who supports the Coalition's day-to-day work in collaboration with the Sr Director of Programs and CEO. The Manager's work will include:

- Driving all aspects of the Coalition's operations, especially: 1) the grantmaking cycle that precedes each of the Coalition's three annual Member Meetings; 2) the grant proposal and reporting activities through which Member Companies award Reboot funds

- Conducting rigorous research and data analysis to inform strategic grant-investment proposals and working with Sr Director of Programs to make recommendations on potential grantees
- Working with Sr Director of Programs and external evaluation firm to conduct impact assessments of partnership investments through regular measurement and evaluation
- Supporting meeting logistics by scheduling and planning the hosting of member-company and partner meetings
- Developing materials for meetings and member-company communications, including investment opportunities and general updates for Coalition companies
- Overseeing operational processes such as contract formation and grant processing
- Managing internal communications and operations by recording internal meeting notes, monitoring team progress, and assigning tasks to team members and contractors
- Managing external communications and operations: working with Reboot's communications contractors on Reboot's newsletter, social media, and website hosting and maintenance

CANDIDATE QUALIFICATIONS AND EXPERIENCE

Minimum Qualification

- 2+ years of experience in program management with a demonstrated track record of delivering value
- Proven stakeholder management skills
- Experience with qualitative and quantitative data analysis
- Experience influencing, leading, relationship building and collaboration at cross-functional levels
- Demonstrated analytical problem-solving experience
- Demonstrated ability to move projects forward to completion
- Excellent written (including editing and preparing reports), oral, and presentation skills
- Proficiency with MS Office suite, especially PowerPoint and Excel

Preferred Qualification

- Bachelor's degree in Computer Science or other STEM related field
- Team-oriented and motivated self-starter
- Distinctive strategic mindset and curiosity
- Comfortable navigating through complexity and ambiguity
- Experience with diversity and inclusion programs and issues
- Experience navigating virtual meeting platforms and tools

Location

- New York City, NY or Seattle, WA preferred
- Remote consideration for more experienced candidate

COMPENSATION

Salary Range: \$75,000 - \$115,000 (commensurate with experience)
Comprehensive benefits package

TO APPLY

Send a single PDF file containing one-page cover letter and resume to ashley@rebootrepresentation.org
We will begin screening applications the week of June 14th.

Reboot Representation welcomes all, regardless of race, gender, sexuality,
country of origin, religion, or ability.

Candidates who identify as Black, Latina, or Native American women are strongly encouraged to apply.