



## **JOB DESCRIPTION**

---

**JOB TITLE:** Program Manager, Vegas Young Professionals & Leadership Programs  
**DEPARTMENT:** LEADERSHIP FOUNDATION OF GREATER LAS VEGAS  
**REPORT TO:** EXECUTIVE DIRECTOR, LEADERSHIP FOUNDATION OF GREATER LAS VEGAS  
**WAGE CATEGORY:** NON-EXEMPT

This is a position of the Leadership Foundation of Greater Las Vegas, the 501(c)(3) affiliated with the Vegas Chamber. It provides a wide range of leadership and professional development programs for Southern Nevada leaders at all stages of their careers.

### **JOB STATEMENT:**

Under limited supervision, oversees and manages the Vegas Young Professionals (VYP) program as well as Leadership Advance, Focus Las Vegas, and Access Las Vegas programs. Provides a variety of administrative, relationship building, and leadership functions to ensure the financial and programmatic success of each program. In addition to successfully executing events and programs, the position requires developing strong and positive working relationships with committees, volunteers, sponsors, and program customers.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Oversees all aspects of the Vegas Young Professionals program including successfully working with committees and volunteers to create and produce mixers and networking events, professional development programs, and other opportunities for members to network and learn. Also, the program manager is responsible for recruiting new members, especially paid VYP+ members, as well as retention of them. VYP is for young professionals between 21-39 who want to build their networks, develop professionally, and contribute to the community.
- Oversees the planning, recruitment, budget, and execution of the Leadership Advance program, a 5-month leadership skills training course that is offered twice a year. This includes working with the leadership facilitator to plan session days, promoting program to a cross-section of current and potential customers, recruiting to fill two programs per year (Spring and Fall), arranging food and beverage, as well as coordinating graduation and alumni events.
- Works with Executive Director to produce at 1 to 2 Focus Las Vegas programs per year. Focus Las Vegas are mini-seminars on topics that are important for community leaders to know. Duties include arranging all logistics, marketing, and managing budgets.
- Works with Executive Director to produce and program Access Las Vegas, a two-day program for executives new to Las Vegas to help them learn about the region and understand how it functions.
- Organizes and attends all VYP committee meetings.
- Keeps program databases updated.
- Writes, coordinates, and produces monthly Vegas Young Professionals bulletin, as well as social media posts.
- Ensures events and programs are properly posted and marketed through the Vegas Chamber and Leadership Foundation newsletters, magazine, websites, and social media.
- Ensures that all sponsorship benefits for Leadership Advance, Focus Las Vegas, Access Las Vegas, and VYP programs are fulfilled.

- Works alongside other Foundation and Vegas Chamber departments to expand audience reach of programming.
- Uses good judgement and initiative to determine and recommend appropriate action in non-routine situations. Able to appropriately interpret and adapt to policies, procedures, and guidelines.
- Systematically prioritizes needs of department and job functions to meet program deadlines and goals.
- Extremely customer-oriented, service-minded and detail oriented.
- Teamwork, meeting goals and deadlines, and good communication are requirements at all times.
- All other duties as necessary and assigned by Executive Director.

---

November 2023