



MovementStrategyCenter

LEADERSHIP DEVELOPMENT AND TRAINING MANAGER - PWN

Job Description

POSITION OVERVIEW

PWN's Leadership Development and Training Manager oversees the organization's approach to training and leadership development; coordinates technical assistance contracts and grant deliverables related to training, and supervises training program consultants. As a member of the Program Team, the Leadership Development and Training Manager also implements external partnerships, evaluates leadership development activities, ensures quality control for PWN trainings, supports PWN staff in ensuring quality and impact of training-related initiatives and maximizes alignment of PWN's training and leadership development activities with overall organizational goals. The Leadership Development and Training Manager works closely with PWN members, as part of the Program Team, alongside Policy and Organizing staff, reporting to the Leadership Development, Training and Technical Assistance Director.

ABOUT FISCALLY SPONSORED PROJECT

Positive Women's Network (PWN) is a national reproductive justice organization led by and for cis and transgender women, gender diverse and transgender folks living with HIV. We are building long-term relationships with a growing and engaged base on issues that matter most to our constituency: racial justice, trans justices, healthcare, HIV policy, LGBTQ+ rights, reproductive justice, decarceration, and robust social services that promote dignity for all people. We are a fun, passionate, and collaborative, majority BIPOC team, committed to centering involvement by our membership body.

ABOUT MOVEMENT STRATEGY CENTER

Founded in 2001, MSC is a social and environmental justice incubator, serving as a movement hub for visionaries and emergent networks. Today, MSC provides intermediary functions to advance ecosystem-wide impact by resourcing a robust and maturing ecosystem of leaders, networks and projects, and offering infrastructure support through fiscal sponsorship and philanthropic services.

Our mission is to provide values-aligned, holistic intermediary services enabling access to crucial infrastructure and thought partnership for BIPOC, women and LGBTQIA+ movement leaders, activists and communities challenging intersectional issues of systemic racism, rampant environmental destruction and crippling economic exploitation. MSC is unique in that it does not operate as a singular organization but as a collective ecosystem incubating and accelerating the work of partner projects, which speaks to our values of radical interdependence and love.

MSC's vision is of a Just Transition from a world of domination, extraction, and violence — where the few live at the expense of the many — to a world of interdependence, liberation, and resilience — where the many govern for the benefit of all. This Just Transition is only possible



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when the voices of BIPOC, women and LGBTQIA+ leaders are honored, celebrated and amplified, not merely tolerated.

MSC understands that transformative movements change both our systems and the way we think, the way we live, and even who we are. We recognize that we are whole people and whole communities, and because the problems we face are interconnected, our solutions and movements must be interconnected. The way MSC achieves its goals and with whom are just as important as the outcomes.

CORE RESPONSIBILITIES

Align, develop, and execute organizational training, leadership development and learning activities (55%)

- Work closely with other staff; take member and staff input to identify organizational training and leadership development needs and to support strategic execution of learning-oriented programs and activities. This includes: assessing and determining which learning activities PWN should develop and lead based on organizational goals, capacity and resources; how, by whom, and when these will be executed for maximum impact; ensuring quality and consistency of learning-oriented activities through use of PWN branding and style guides and evaluation tools aligned with PWN's desired outcomes; documenting and monitoring learning activities; and maintaining an up to date organizational inventory of training and learning-related materials and resources. Create and implement major organizational training and leadership development initiatives in collaboration with other relevant staff and stakeholders. Identify and pursue external resources and partnerships to support organizational training and leadership development goals.

Lead programmatic work related to building PWN member capacity to deliver effective trainings and to promote themselves as subject matter experts and trainers (10%)

- Identify opportunities for PWN to support members in their growth as facilitators, trainers and presenters; create and execute activities for this. Examples may include supporting members on developing and submitting conference scholarships or abstracts and in developing and delivering workshops and presentations. This may also include developing, diversifying, and maintaining a roster of PWN members and staff who are subject matter experts on various topics who can be recommended for panels, workshops, speaking opportunities, trainings, and presentation opportunities.

Coordinate contracts and grant deliverables related to training and leadership development (20%)

- Ensure alignment of existing and proposed fee for service contracts with PWN values and organizational priorities, nurture relationships with key partners and relevant funders; manage contractors on these projects, and maintain project documentation including timelines and budgets. Evaluate impact and contribute to developing reports as needed.

Contribute to organizational strategy, organizational development, funder relations, grant proposal development, reporting, and organizational culture (10%)

OTHER (5%)

- Other duties as assigned.



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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ESSENTIAL KNOWLEDGE, SKILLS, & EXPERIENCE

Note: please don't hesitate to apply if you meet most but not all, of the below.

VALUES:

- Commitment to align training program with PWN values, vision, mission and organizational priorities
- Demonstrated commitment to reproductive justice, racial justice, trans liberation, and meaningful involvement of directly impacted communities
- Commitment to building power with and for Black, Indigenous, and People of Color, women and people of trans experience living with HIV

EXPERIENCE:

- At least 2 years of experience in developing and delivering trainings
- A year of experience coordinating or managing groups, volunteers, or staff
- Track record of positive partnerships and organizational relationships

SKILLS:

- Excellent written and oral communication skills
- Ability to develop and implement basic evaluation tools
- Fluency in Google slides, PowerPoint, spreadsheet creation and use, and Google suite
- Fluency in setting up and running virtual trainings and virtual meetings, including use of Zoom platform
- Ability to work remotely and to nurture and sustain relevant communication and relationships with colleagues, members and key stakeholders
- Highly organized and detail-oriented
- Self-starter and team player

PREFERRED:

- Background in training and learning theory
- Bilingual in Spanish and English
- Experience in popular education and alternative learning modalities

LOCATION

This is a remote role based in the US.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. This role requires the ability to work at a computer or laptop for extended periods, including sitting, typing, and using video-conferencing tools. The position may require occasional standing, walking, and speaking for extended periods during trainings, workshops, or presentations. Work environments may vary and include typical office, meeting, or conference settings with variable noise levels, lighting, and temperature.



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SUPERVISORY RESPONSIBILITY

Will coordinate multiple consultants.

EXPECTED HOURS

Standard days and hours of work are Monday through Friday, 9 am to 5:30pm ET, with some work in evenings and on weekends as needed. The daily schedule is flexible within the proximity of this time frame, and will be decided in consultation with the supervisor.

TRAVEL

This role requires limited travel (approximately 5–10%), including attendance at national conferences and in-person staff retreats. Travel schedules are communicated in advance whenever possible.

MSC reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

COMPENSATION AND BENEFITS (FULL TIME - 40 HOURS/WEEK)

- 100% FTE, exempt position. Annual gross pay is \$66,000 (@100%FTE depending on experience)
- MSC's full time benefits package includes:
 - Accrual of 13.33 vacation hours per month.
 - Accrual of 8 sick hours per month.
 - 13 standard holidays.
 - 2 personal days per year (your personal days are designated as your birthday and hire date anniversary).
 - Medical, vision, dental for employees and dependents (Eligible the first day of the following month from date of hire)
 - 100% covered sponsored basic life, short-term, and long-term disability insurance coverage.
 - Access to a 403b retirement plan.
 - Access to FSA plan.
 - MSC Paid Family and Medical Leave.

Positive Women's Network - USA, is a fiscally sponsored project of Movement Strategy Center (MSC). MSC is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation or any other status protected by law. People of color and LGBTQ candidates are strongly encouraged to apply.

Applications will be received and candidates who meet requirements will be interviewed on a rolling basis.

To apply, please use this form:



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Signatures

This job description has been approved by all levels of management:

Supervisor Date

People & Culture Date

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Date