



MASTERS LEADERSHIP PROGRAM
OF GREATER SAN ANTONIO

Full-Time Position: Program & Development Manager

About the Masters Leadership Program:

Masters Leadership Program (MLP) develops confident, effective nonprofit board leaders through high-impact training, immersive experiences, and deep connections across San Antonio's various sectors.

Position Summary:

MLP is seeking a dynamic, highly organized, and relationship-driven professional to serve in a newly created full-time role that integrates program operations, stakeholder engagement, and fundraising support.

This position reports to the Executive Director and plays a critical role in advancing MLP's mission and sustainability.

Key Responsibilities:

Program & Operations Support

- Foster a welcoming and supportive environment for all class members, graduates and partners.
- Collaborate with the Program Advisory Council to develop robust and relevant curriculum for each class day.
- Manage logistics for MLP classes, events, and cohort activities (scheduling, materials, vendors, speakers, venues).
- Coordinate cohort communications, registrations, and participant engagement.
- Maintain program calendars, timelines, and internal systems.
- Serve as a point of contact for faculty, speakers, volunteers, and participants.
- Provide technical support during class days.
- Oversee program evaluation and reporting of program outcomes.

Development & Fundraising Support

- Assist with donor cultivation and stewardship, including scheduling and participating in donor meetings.
- Draft and submit grant proposals, reports, and supporting materials.
- Support fundraising campaigns, events, and sponsorship outreach.
- Prepare donor communications, acknowledgments, and impact updates.

Communications & Relationship Management

- Collaborate on messaging and storytelling that engages donors, alumni, and advances MLP's mission
- Lead content development for social media, newsletters, and other external communications.
- Cultivate a polished brand image by enforcing strict accuracy and quality control measures across all social media and communication channels.

Administrative & Organizational Support

- Assist with board and committee coordination as needed.
- Oversee all logistics for class days, board and committee meetings.
- Serve as the main point of contact for all agency partners.
- Help maintain the organization's CRM.
- Identify opportunities to improve systems, processes, and workflows.

Qualifications:

Required

- Strong writing skills, particularly for grants and donor communications
- Exceptional organizational and program management skills
- High emotional intelligence and comfort working with diverse stakeholders
- Proficiency with Microsoft Office and/or Google Workspace
- Demonstrates accountability, honesty, and integrity

Preferred

- 2+ years of experience in nonprofit administration, development, or programs
- Experience with nonprofit boards or leadership development programs
- Understanding of donor relations and CRM systems
- Grant writing experience
- MLP Graduate

Compensation & Benefits:

- This is a salaried position for 40 hours per week. The base salary of \$65,000 will be eligible for a merit increase after one year of demonstrated success.
- A flexible, remote work option is available.
- Employer-subsidized healthcare plan with employer-funded HRA offered.
- Group dental, vision, life insurance and other insurance products available.
- Paid holidays, personal and sick leave time.
- 403(b) retirement plan with employer matching available.

Please send your cover letter and resume to courtney.lavery@mlpsa.org.

Masters Leadership Program of Greater San Antonio is an Equal Opportunity Employer.