



## Manager, Regional and Program Operations

**Title of Position:** Manager, Regional and Program Operations

**Department:** Operations

**Reports To:** Chief Finance and Operating Officer

**Classification:** Full-time, Exempt

**Location:** San Francisco Bay Area, CA (hybrid), *with travel to program sites and statewide as needed*

Coro California (Coro) is a nonpartisan, nonprofit organization focused on cultivating the next generation of diverse leaders through hands-on, collaborative, cross-sectoral learning. With programs for youth, recent college graduates, established professionals, and executives, Coro develops leaders at all stages of their lives and careers. Graduates leave Coro with a deeper understanding of how their communities and organizations work, the leadership skills to contribute to its success, and a network of engaged alumni to help them reach their goals. Coro California formed through the merger of Coro Southern California (established in 1957) and Coro Northern California (established in 1942), uniting the two legacy organizations into a single statewide entity to amplify impact and grow opportunities for leaders across the region.

Reporting to the Chief Finance and Operating Officer, the Manager, Regional and Program Operations is responsible for coordinating and managing the logistics, operations, and data systems that support the successful delivery of Coro California's leadership development programs, while also serving as the primary operational lead for the Bay Area office. This dual role ensures that programs run efficiently statewide, that participants and facilitators experience seamless engagement, and that the Bay Area office operates as a professional, welcoming, and well-resourced hub for staff, participants, board members, and partners.

Success in this role will be measured by the seamless execution of program logistics, the consistent quality of Bay Area regional operations, and the experience of facilitators, participants, and staff who rely on this position for support. As Coro California evolves, this position may assume additional duties and responsibilities appropriate to the position and consistent with organizational needs and applicable law.

# Your Opportunity for Impact

## Key Roles and Responsibilities

### Program Management

- Coordinate and manage operations for a portfolio of Coro programs, including but not limited to facility bookings, catering orders, cohort communications, and vendor coordination.
- Support in-person meetings and events (setup, clean-up, and materials distribution).
- Support virtual meetings and events (screen-sharing, breakout room coordination, and virtual materials distribution).
- Assist program facilitators with cohort onboarding, pre-program communications, material preparation, and post-program evaluation.
- Organize and maintain program files and ensure timely documentation.
- Plan and execute graduation ceremonies and receptions for assigned programs.
- Track program expenses and invoices session by session; update costs in budget sheets and ensure expenditures align with approved budgets.
- Order and track program supplies in collaboration with the operations team.

### Program Data Management & Evaluation

- Maintain accurate participant and program records in Salesforce and other data repositories as needed.
- Support program staff with data collection, analysis, and impact reporting.
- Support special projects related to program evaluation or innovation.

### Operations

- Serve as the day-to-day operational lead for the Bay Area office, ensuring it remains professional, organized, and welcoming for staff, guests, participants, and board members.
- Ensure Bay Area-based staff have the equipment, supplies, and resources they need to work effectively, adapting as team, processes and program needs change.
- Oversee core office systems, including filing, records management, and processes for incoming/outgoing mail; receive, sort, and route mail, including recording and depositing incoming checks.
- Provide onsite logistical support for Bay Area-based meetings, retreats, programs, and events.
- Coordinate with vendors, building management, and service providers for the Bay Area office and programs.
- Partner with the Los Angeles regional operations lead to maintain cross-regional consistency in office practices, standards, and the staff and participant experience.
- Support broader organizational operations as needed, contributing to cross-functional projects, process improvements, and other initiatives that help Coro

run smoothly across the state as priorities evolve.

### **External Relations**

- Serve as a liaison with program partners and vendors.
- Support the cultivation of relationships with participants, alumni, and stakeholders to strengthen the Coro network.

### **Other**

- Take on additional projects and responsibilities as regional and organizational needs evolve.

## **Who Will Thrive in This Role?**

### **Key Competencies**

- **Project and Event Management:** Demonstrated ability to plan, organize, and execute multiple programs and events simultaneously with strong attention to detail.
- **Operational Excellence:** Strong systems orientation with a focus on consistency, accuracy, and quality control.
- **Regional Stewardship:** Ability to serve as the in-region operational anchor for the Bay Area, balancing local needs with statewide consistency.
- **Collaboration and Communication:** Excellent interpersonal and written communication skills; ability to coordinate with diverse teams and stakeholders.
- **Problem Solving and Adaptability:** Ability to remain flexible and resourceful in a fast-paced, evolving environment.
- **Inclusive & Values-Aligned Practices:** Demonstrated commitment to inclusive, values-driven practices that reflect Coro's mission and culture.
- **Data and Systems Literacy:** Proficiency in Salesforce, Google Workspace, and other project management or CRM systems.

### **Success Measures**

- Timely, accurate, and high-quality execution of program logistics and event coordination.
- Positive participant feedback and facilitator satisfaction with operational support (measured through post-program reviews and internal feedback).
- Data accuracy and completeness within Salesforce and shared tracking systems.
- The Bay Area office is consistently prepared for guests, programs, and events.
- Effective collaboration with program, operations, and finance teams.
- Contribution to improved efficiency in program processes (measured through post-program reviews and internal feedback).
- Adherence to budget tracking and reporting timelines.

- Consistent demonstration of Coro's values, professionalism, and responsiveness in all stakeholder interactions.

## Position Logistics

This is a full-time role based in the San Francisco Bay Area, CA. The salary range for this role is \$70,000-\$80,000 annually, depending on experience. Coro benefits include medical, dental, 401k match, and a generous PTO policy. This position is classified as exempt.

Coro has a hybrid work policy with employees expected to work in-person from their regional office every Wednesday and on-site as needed for program, organizational, and event-related activities. Regular travel within the region and occasional statewide travel may be required to support in-person programming and events.

Coro is an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, or any other status protected by federal, state, or local law. We prohibit discrimination and harassment of any kind and are committed to providing reasonable accommodations for individuals with disabilities or sincerely held religious beliefs, observances, and practices. If you need assistance or accommodation due to a disability or religious practice, please contact us at [kfoe@coroca.org](mailto:kfoe@coroca.org).

We are committed to building a team that reflects the diversity of experiences, perspectives, and communities across our region.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

## Ready to take the next step?

To apply, please complete the application linked below. You must sign into the application form using a valid Google account. If you do not have a Google account, you can sign up for a free one online. Only applications submitted through the application form will be considered.

[Link to Application](#)

If you are moved forward after submitting an application, our process will involve a multi-step interview process. Applications will be reviewed as received.