JOB DESCRIPTION

- **Title:** Program Director, California Legislative Staff Education Institute
- **Location:** Hybrid**.** This position offers flexibility to work remotely while requiring regular in-person engagement at the CA State Capitol and **in the greater Sacramento area**. *Candidates must reside in the Greater Sacramento Region. Please note that being authorized to work in the U.S. is a precondition of employment at Capitol Impact, as we are not able to sponsor applicants for work visas at this time*
- **Type**: Full-time, exempt
- **Reports to**: Traci Verardo-Torres, Vice President at Capitol Impact
- **Experience**: Minimum of 6 years of relevant professional experience, including at least 3 years of management experience. Prior experience working as a staff member in the California State Legislature is strongly preferred.
- **Compensation**: $85,000 - $120,000, depending on experience
- **Application Deadline**: Position open until filled.

ABOUT CAPITOL IMPACT

Capitol Impact is a Sacramento-based, nonpartisan social impact consulting firm dedicated to expanding opportunity and improving lives. For more than 20 years, we've partnered with foundations, nonprofits, government agencies, educational institutions, and other mission-driven organizations to tackle complex challenges and create meaningful, lasting change. Through strategic advising, program design and management, nonpartisan education, and cross-sector collaboration, we strengthen leadership, build partnerships, and turn ideas into action that improve lives and communities throughout California and beyond. Learn more.

JOB SUMMARY

Capitol Impact is seeking a Program Director to lead the California Legislative Staff Education Institute (CLSEI), our flagship professional development program serving staff from both houses of the California Legislature, across political parties, as well as the Legislative Analyst's Office. For more than 20 years, CLSEI has been a trusted, nonpartisan resource, providing educational briefings, site visits, and other learning opportunities that deepen policy knowledge, strengthen professional skills, and build relationships across the Legislature.

We're looking for a leader who combines strong program management and analytical skills with political acumen, sound judgment, and an understanding of the Capitol's culture and dynamics. **Prior experience working in the California State Legislature is strongly preferred**, as this role requires the ability to navigate complex relationships, anticipate sensitivities, and maintain CLSEI's credibility as a trusted, nonpartisan resource.

Working closely with Capitol Impact's senior leadership, the Program Director leads the CLSEI team, oversees program operations, manages key relationships, and helps design and ensure the delivery of exceptional educational experiences. CLSEI features a cohort learning model to allow legislative staff to collaborate and learn from and with each other. Content is delivered through direct engagement with stakeholders impacted by state policies. Interactive briefings and multi-day site visits explore data, implementation approaches, and outcomes in different communities and include hearing from local officials, private and non-profit partners, community groups, and program recipients.

KEY RESPONSIBILITIES

Leadership, Management, & Accountability:

- Lead, support, and develop the CLSEI team by setting clear expectations, providing regular coaching, and creating opportunities for professional growth.
- Build a team culture grounded in accountability, collaboration, and shared ownership.
- Partner with the Vice President to establish annual priorities, staffing plans, and resource needs that support program success.
- Monitor program performance, identify challenges early, and adjust plans accordingly.
- Manage program budgets and resources responsibly while balancing participant experience, quality, and financial sustainability.

Client Relationships:

- Build and maintain trusted relationships with legislative staff, leadership offices, funders, and other stakeholders across the Capitol community.
- Navigate the political, interpersonal, and institutional dynamics of the Legislature with diplomacy, discretion, sound judgment, and a commitment to nonpartisanship.
- Anticipate political sensitivities, competing priorities, and address challenges proactively in consultation with Capitol Impact leadership.
- Represent Capitol Impact and CLSEI professionally, strengthening the program's reputation and creating an exceptional experience for participants and partners.

Project/Program Management:

- Lead the planning, development, implementation, and continuous improvement of CLSEI cohorts, educational briefings, site visits, and related initiatives.
- Stay informed about California's evolving legislative and policy environment and the professional development needs of legislative staff to identify relevant learning opportunities.
- Research and analyze policy issues, develop educational content and materials, and design engaging learning experiences that are timely, informative, and nonpartisan.
- Coordinate with subject-matter experts, faculty, and partners to develop agendas, briefings, site visits, and other educational programming.
- Facilitate and deliver educational programs, including moderating discussions, engaging participants, and ensuring a high-quality learning experience.
- Partner with Capitol Impact leadership to translate strategic priorities into annual work plans, program enhancements, and operational improvements.
- Oversee program schedules, staffing, budgets, and deliverables, adapting to legislative calendars, competing priorities, and evolving needs.

Quality Assurance:

- Ensure CLSEI programming reflects Capitol Impact's standards for quality, professionalism, and participant experience.
- Review program content, communications, and materials to ensure they are accurate, engaging, and aligned with program goals.
- Establish consistent practices for evaluating participant experience and program effectiveness.
- Use participant and stakeholder feedback to inform future improvements.

- Develop systems and processes that strengthen program quality, operational efficiency, and consistency.

QUALIFICATIONS

Education: Bachelor's degree

Experience & Skills:

- Minimum of 6 years of relevant professional experience in legislative affairs, public policy, program management, nonprofit leadership, or a related field, including at least 3 years of management experience.
- Strong understanding of California's legislative process, Capitol culture, and the roles and responsibilities of legislative staff.
- Established relationships within California's legislative community.
- Demonstrated political acumen, including the ability to navigate complex institutional dynamics, manage sensitive relationships, and exercise sound judgment.
- Proven experience leading teams, managing complex programs, and delivering high-quality results.
- Excellent interpersonal, communication, and relationship-building skills, with experience engaging diverse stakeholders.
- **[Strongly Preferred]** Prior professional experience working as a staff member in the California State Legislature.
- **[Preferred]** Experience designing or managing professional development, educational programming, or grant-funded initiatives.

Ideal Candidate: The ideal candidate is a thoughtful, politically astute leader who understands the Capitol and knows how to build trust across diverse perspectives. They have expertise in researching, analyzing, and synthesizing complex information and issues. They bring strong instincts, sound judgment, and a collaborative leadership style, balancing strategic thinking with the ability to execute complex programs well. Above all, they are motivated by the opportunity to support legislative staff, strengthen public institutions, and contribute to effective governance.

Travel Requirements: This position requires periodic travel throughout California to support site visits, meetings, and other program activities. Travel is estimated at approximately 10% during most of the year and 20% during the peak program season (September–November). Travel may include overnight stays, multiple consecutive days, and activities outside standard business hours. Advance notice will be provided whenever possible.

Values Alignment: Demonstrated alignment with Capitol Impact's values. Our values are:

- We operate with freedom and responsibility
- We produce unequivocal excellence
- We pursue continuous self-improvement
- We communicate honestly and directly
- We embrace diversity in all aspects

COMPENSATION & BENEFITS

The salary range for this position is $85,000 - $120,000. The salary offered to the successful candidate will depend on experience.

Employees at Capitol Impact enjoy a broad total compensation package which includes health benefits with an employer contribution, generous paid time off, a quarterly health

reimbursement program for out-of-pocket medical expenses, a 401k retirement plan with an employer match, and paid family medical leave. Please note that benefits are subject to change each year. We strive to make improvements to our benefits offerings on a regular basis.

WHY CAPITOL IMPACT

- **Meaningful work:** Contribute directly to solving critical issues facing California communities.
- **Values-driven team:** Work with and learn from experienced colleagues and make a significant impact alongside like-minded individuals.
- **Work-life balance:** We understand the importance of disconnecting after hours and offer a flexible work environment (remote or Sacramento-based).
- **Professional growth:** Opportunities for mentorship, professional development, and continuous learning.
- **Competitive compensation and benefits:** Competitive salary ($85,000 - $120,000), comprehensive benefits package (health insurance, paid time off, retirement plan).
- **Commitment to diversity:** We foster a diverse and inclusive work environment.

EQUAL OPPORTUNITY EMPLOYMENT

Capitol Impact is committed to recruiting a team that reflects the diverse populations it serves. Our firm is committed to providing equal employment opportunity to all employees and applicants for employment without regard to their race, color, age, religious creed, sexual orientation, political affiliation, or other personal characteristics. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age.

HOW TO APPLY

Interested candidates should submit a resume, cover letter, and three professional references to jesse@capitolimpact.org. When applying, please include “Program Director” in the subject line.

INTERVIEW PROCESS

Qualified applicants will be invited to participate in a virtual interview with one or more Capitol Impact staff. Applicants selected from the first-round interviews will be invited to a second-round interview, which includes a position-relevant case study presentation. Finalists will be interviewed by a panel of Capitol Impact senior leadership and key stakeholders. A writing sample may be requested.