



National Program Manager

Reports to: NWPC President

Job Location: Washington, DC

Position Overview

The Program Manager leads the National Women's Political Caucus' political engagement, communications, membership, and programming — serving as the primary liaison between the national office, endorsed candidates, and members, while driving NWPC's messaging, digital presence, and events.

Key Responsibilities

Political Engagement & Partnerships

- Serve as primary national contact for prospective and endorsed candidates; manage endorsement logistics and timelines
- Maintain ongoing relationships with candidates, campaign staff, coalition partners, and aligned organizations
- Liaison to state chapters on candidate recruitment, endorsements, and political best practices

Programming & Events

- Develop programming that supports candidate recruitment, member engagement, and political education
- Manage event logistics including scheduling, speaker outreach, and materials preparation

Communications & Digital

- Develop and implement a national communications strategy aligned with organizational and political priorities
- Manage all social media platforms, including drafting, scheduling, and publishing content

- Draft and manage email communications, newsletters, and member-facing announcements
- Maintain and update the NWPC website and ensure brand consistency across all materials
- Support rapid-response messaging around endorsements, events, and election cycles

Membership

- Manage membership retention, renewal outreach, and benefits administration
- Serve as primary point of contact for member inquiries and coordinate with state chapters on membership alignment
- Track membership data and generate reports on retention trends and program health

Data & Systems

- Serve as primary administrator for NWPC's new CRM system, leading setup, data standards, and staff training
- Maintain accurate records for members, candidates, donors, and partners
- Oversee the national candidate tracking system and generate political and membership reports for board and leadership

Intern Supervision

- Recruit and supervise interns across all program areas
- Develop assignments spanning content creation, event support, election tracking, and member engagement
- Oversee workflows and support intern professional development

Qualifications

- Experience in political campaigns, advocacy, or nonprofit organizing strongly preferred
- Strong writing and editing skills with experience in political or advocacy communications
- Experience planning events or trainings and managing social media platforms
- Familiarity with CRM systems; comfort serving as an organizational lead during implementation
- Strong relationship-building skills with candidates, members, coalitions, and partners
- Highly organized, detail-oriented, and able to manage multiple priorities in a fast-paced environment
- Comfortable working independently while coordinating closely with leadership

To apply, please submit a cover letter, resume, and writing sample to director@nwpc.org