



Program Manager, Innovation Fund

1.0 FTE Position

Headquartered in Oakland, CA; Location flexible

Salary: \$80,000 - 100,000

The Workers Lab is a nonprofit investor that gives new ideas for and with workers a chance to succeed and flourish. We are a lean and mean team of majority first-generation, queer, people of color headquartered in Oakland, CA, though we have people all over the country. We are now at an exciting point in our trajectory and seeking a Program Manager that will manage the design, operation, and execution of our Innovation Fund while supporting other programs and projects at The Workers Lab.

ABOUT THE WORKERS LAB

The Workers Lab envisions a society where all workers are safe, healthy, and secure. But right now, not all workers can say that they are. That's partly because many of the systems and structures that are supposed to make and keep workers safe, healthy, and secure weren't created with all workers in mind. So, we need to invest in new ideas for workers in order to achieve our vision. That's why our purpose at The Workers Lab is to give new ideas for and with workers a chance to succeed and flourish. We carry out this purpose through three core strategies; invest, learn and inform.

INVEST

- First, we invest in new ideas that others are leading on through our Innovation Fund. The Innovation Fund is our signature program and our primary mechanism for sourcing and investing in experiments. Each investment round is structured as a competition and is different in scope and scale to ensure that we are casting our net for experiments as widely as possible. Since 2014, the Innovation Fund has invested over \$5 million in 78 innovators. Winners usually include a mix of entrepreneurs, non-profits, and/or public sector leaders and have received up to \$150,000 to give new ideas about work and workers a chance to succeed and flourish.
- Second, we invest in new ideas that no one else is leading that need a jump start and where our team of experts can provide unique value in partnership with others. We fast-track these ideas through intensive investment, time-bound activities, and by bringing a unique mix of stakeholders to the table to develop and test solutions driven by workers. We do this through investing in Design Sprints, as well as Special Projects.

LEARN

- Once we invest, we then learn about how that new idea transforms an existing system or structure to make it more modern and inclusive for every kind of worker in our country. To capture and share all that we are learning from our investments, our Learning Hub serves as a knowledge bank of promising ideas on the most pressing issues facing workers in the 21st-century economy.

INFORM

- We then take that learning, make sense of it, and then use it to inform leaders who are making decisions that impact work and workers.



POSITION OVERVIEW

This is a full-time, exempt position that reports to our Program Director. The Program Manager is primarily responsible for the design, operation, and execution of our Innovation Fund.

Our Innovation Fund is currently evolving to become not only our primary mechanism for investments, but also to be the primary mechanism to build and cultivate an army of innovators passionate about and dedicated to giving life to new ideas for and with workers. To this end, we are in the process of adding a fellowship component to our Innovation Fund, whereby we will bring on 10 fellows from communities of color and unserved communities for a six-month incubation period for coaching and idea development. We will provide the fellows with the time, space, and resources they need to develop their ideas and prepare them for further investments and funding.

As such, we are looking for a highly-trained project manager with the experience and will to drive a dynamic and complex investment competition with elegance and sophistication from start to finish. While we are committed to developing leaders on our team, we need someone who can hit the ground running and who does not require development and/or coaching on the skills that are fundamental to the job.

POSITION RESPONSIBILITIES

- Execute and build on a best-in-class multi-million dollar nationwide investment competition.
- Help build, develop and maintain a high-quality fellowship program (identify and recruit best-in-class coaches, design and implement curriculum, manage relationships, etc.)
- Execute the daily, weekly, and long-term objectives and goals of the Innovation Fund.
- Serve as the primary coordinator for Innovation Fund efforts between our staff, partners, funders, and external consultants to ensure program goals are executed efficiently and effectively.
- Communicate and provide daily and weekly updates and situational awareness to our Program Director and team.
- Collaborate with our communications team to ensure that all Innovation Fund marketing and promotion is managed and messaged correctly.
- Collaborate with our fundraising team to support the development of grant proposals and help raise money to support the growth of the Innovation Fund.
- Collaborate with our Learning and Impact team to ensure proper evaluation and measurement of outcomes and impact of the Innovation Fund.
- Ensure that the specific goals of the Innovation Fund are aligned with and support the broader goals of our organization.
- Manage budgeting and spending activities of the Innovation Fund.
- Collaborate with our finance and operations team to manage the administration of contracts and investment agreements with Innovation Fund winners.

DESIRED QUALITIES & QUALIFICATIONS

- Exceptional project manager with previous experience managing the operational, technical, and relational aspects of projects and programs
- Experience leading grant and/or investment competitions and fellowship programs
- Team player who can ensure that projects are managed in a collaborative and graceful manner
- Excellent oral and written communication, presentation, and interpersonal skills
- Passionate and knowledgeable about creating a country where all workers are safe, healthy, and secure



- Natural ability to manage up and communicate effectively with senior management
- Very comfortable working in a non-profit high-growth stage environment
- Very comfortable setting strong goals while also adapting to changing circumstances and priorities
- Creative, resourceful, takes initiative, excellent judgment, and a high degree of motivation
- Excellent time, team, and project management skills
- Extremely organized and detail-oriented
- Strong computer skills, including experience with Microsoft Office, Google Suite, and Customer Relation Management
- Ability to work some nights and weekends and travel when necessary
- Full COVID vaccine required, pursuant to organizational policy

APPLICATION PROCESS

As part of this application process, we ask all applicants to submit the following in one PDF to jobs@theworkerslab.com:

- Resume
- Cover Letter
- Writing Sample (See Instructions Below)

Writing Sample Prompt & Instructions:

The CEO and Program Director of The Workers Lab have been exploring potential program ideas for 2023. Based on relevant news/trends in the field, feedback from workers around the country, and an analysis of our most recent investments, the CEO is interested in dedicating \$500,000 toward running a program that achieves the following:

Addresses inequities that workers face in one or more of the following industries:

- Agriculture
- Construction
- Care
- Food and Beverage
- Hospitality
- Manufacturing
- Service

Prioritizes workers from one or more of the following communities:

- Black/African-American
- Latino/Hispanic
- Asian American Pacific Islanders
- Native American, American Indian and Alaskan Native
- LGBTQIA+
- Rural

Informs one or more of the following key audiences:

- Consumers
- Business
- Government



Instructions:

1. Please write up a 1-2 page max proposal on a potential program that can advance The Workers Lab's vision, mission, and core strategies. Considerations should include, but are not limited to:
 - a. What are the problem and the context?
 - b. What do we want to do and learn and why?
 - c. What do we hope to achieve and how will we achieve it?
 - d. What is the story that we want to tell?
2. Please also draft a project management plan that shows how you would organize and manage this project.

Our employees like working at The Workers Lab because of our purpose, the inclusive environment, work-life balance, our benefits, and our culture. Joining our dedicated team affords the gratification of knowing beyond a doubt that you will impact the lives and well-being of millions of working people. The Workers Lab provides equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.