



# TONY PATIÑO

## Fellowship

### **Program Manager**

#### About the Tony Patiño Fellowship

The Tony Patiño Fellowship is the leading merit-based law school scholarship in the United States. The Fellowship provides grants to qualifying law students at UC College of the Law San Francisco, University of Chicago Law School, and Columbia Law School. The Fellowship seeks to identify law students who reflect and advance the Fellowship's core values: leadership, service, character, and excellence. Or, in the words engraved on the Fellowship statuette, to "be a leader of mankind in all that is honorable, just and compassionate."

Today there are nearly 200 Tony Patiño Fellows working, leading, and serving in their fields and communities worldwide. The Fellowship's volunteer Board of Directors remains committed to strengthening the Fellowship network, providing mentoring and career assistance to the Fellows-Elect, and raising the Fellowship's profile in the legal community.

#### The Program Manager Role

The Tony Patiño Fellowship seeks a dynamic, detail-oriented, collaborative and mission-driven Program Manager to support the Fellowship and the Board of Directors, and serve as a day-to-day point of contact for the Fellowship community. The Program Manager works closely with the Board of Directors to plan, communicate, and execute the strategic and operational work of the Board. The Program Manager also nurtures relationships with key stakeholders, including Fellows, Fellows-Elect, law school partners, and those who attend Fellowship events, to strengthen the Fellowship community. Further, the Program Manager serves as primary administrative contact with each partner law school throughout the year, including coordinating the online application process, Selection Day events (on campus), mentorship program, and renewal process.

This is a unique opportunity for a seasoned professional to help expand, engage, and support a network of recognized leaders in the fields of law, government, non-profit, academia, and business. The position is a part-time independent contractor, expected to require an average of 20 hours per week. The role is remote but requires travel to at least 4 in-person events annually (generally in San Francisco, Chicago, New York, Los Angeles, and/or Washington, DC).

The Program Manager role works directly with the Chair of the Board and collaborates with the full Board of Directors. The Chair of the Board also coordinates an annual evaluation of the Program Manager's performance.



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### Key Responsibilities

- Manage and administer existing programs and projects, ensuring alignment with the organization's strategic goals and mission.
- Plan, coordinate, negotiate contracts for, and attend virtual and in-person Fellowship events, including Board meetings, annual dinners, and community events.
- Administer Fellowship processes, including application, selection, renewal, mentorship, and scholarship payment processes.
- Support evaluation efforts to measure the effectiveness of Fellowship programs and projects.
- Maintain accurate program records, accounts, documents, and databases.
- Collaborate with the Board and other independent contractors to develop and implement effective communications with our Fellowship community, including newsletters, emails, social media, and websites.
- Develop and share reports with the Board as needed.
- Maintain open, timely, and transparent communication channels with the Board, Fellowship community, and law school partners.
- Demonstrate professionalism, integrity, initiative, and a strong work ethic as a representative of the Fellowship.
- Bring innovative ideas and solutions to continuously improve processes, practices, policies, and programs.
- Create and update policy procedures for standard practices.

### Qualifications

**We encourage applications from individuals with diverse backgrounds and experiences.**

- Track record of setting ambitious goals and achieving measurable results.
- Operational experience implementing and managing programs, event planning, communications, and board relations.
- Excellent oral communication, presentation, listening, and interpersonal skills.
- Ability to curate experiences and build and nurture community, including communicating effectively and respectfully with a diverse set of stakeholders and members.
- Demonstrated success as self-starter, collaborator, and problem solver.
- Strong project management and organizational skills, including experience handling multiple priorities effectively.



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- Demonstrated ability to develop and use program support systems, technology, and tools.
- Experience with CRM/database management, scholarship programs, alumni networks, and/or mentor projects preferred.
- Experience working with or for nonprofit organizations or in the legal industry preferred.

### Compensation

- Contract term: one year with performance-based contract renewal opportunity
- Base compensation: \$35-\$50 per hour, depending on experience and qualifications
- Estimated hours: 10-30 hours per week with seasonal fluctuations
- Annual discretionary achievement bonus: up to \$3,000 per year
- *Tax Considerations*
  - Independent contractor status (1099)
  - Contractor responsible for all applicable taxes
  - Quarterly tax payment recommendations

### Work Arrangement

- Flexible scheduling within project timeline requirements
- Remote work with occasional on-site meetings
  - Locations include San Francisco, Chicago, New York, Los Angeles, and Washington D.C.
- Travel expense reimbursement for required in-person meetings
- Provision of necessary equipment (laptop, software subscriptions)



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### How to Apply

Submit all required materials to [Chair@PatinoFellowship.org](mailto:Chair@PatinoFellowship.org) with the subject line "Program Manager - [Your Name]."

### ***Required Materials***

1. Resume/CV highlighting relevant program management experience
2. Cover letter addressing your interest in nonprofit work and specific qualifications (please tell us who referred you or how you heard about this opportunity in your cover letter).
3. Professional references (minimum 2-3)

### ***Key Dates***

- Application deadline: June 20, 2025
- First-round Zoom interviews: June/July 2025
- Anticipated start date: August 2025

Questions about the position can be directed to: [Chair@PatinoFellowship.org](mailto:Chair@PatinoFellowship.org).

For more information about the Fellowship please visit [patinofellowship.org](http://patinofellowship.org).

### Summary Info

Job Type:	Contractor/Part Time
Start Date:	August 2025
Application Deadline:	June 20, 2025
Education:	No degree required
Experience Level:	5 year minimum experience
Compensation:	USD \$35 - \$50 / hour
Cause Areas:	Education, Legal, Scholarship