

**Wingspan  
Program Director  
Job Description**

**Summary**

Wingspan is one of the nation's top LGBT community centers in a progressive, rapidly expanding urban area. The Program Director is responsible for successfully administering programs, managing the staff, and overseeing the day to day aspects of the organization while working in conjunction with the Wingspan Board to effectively manage finances, fundraising, and community relations.

**Duties and Responsibilities**

**Administration**

- Provide overall management of the center with primary oversight of programs, staffing, and grant management.
- Provide leadership (in conjunction with Wingspan Board of Directors) in budget development, financial management, reporting, and compliance.
- Coordinate with Wingspan Board to develop and implement annual and long-term plans and strategies to achieve Wingspan's mission.

**Program Development and Management**

- Ensure Anti-Violence, Youth and Family and SAGA programs are high quality, in compliance with grant contracts, and are meeting community needs.
- Ensure required reports to funders are submitted on-time and that reports accurately convey the work completed and fulfill the requirements of the grant/contract.
- Write grant proposals to governmental, corporate and private foundations to support current programs and agency infrastructure. Ensure program grants are in-line with Wingspan's mission, vision, values, and strategic plan.
- Work closely with community partners to ensure effective service delivery and continued interagency coordination.
- Coordinate with Senior Pride Volunteers and serve as staff liaison for Adopt-A-Park and other Senior Pride activities. Serve as staff liaison for Rainbow Families.
- Authorize program related expenditures, sign/co-sign program related checks.

**Community Center Management**

- Facilitate quarterly front desk volunteer trainings, bi-monthly front desk volunteer meetings, weekly scheduling of front desk volunteers and general supervision of front desk volunteers.
- Manage contracts/leases for IT, facilities, copier, water cooler, cleaning, postal, bank courier, insurance, and office supply companies/services. Place and approve orders as needed.

### **Community Relations and Advocacy**

- Serve as an effective spokesperson for Wingspan.
- Work with staff to plan and implement Wingspan's communications strategies.
- Coordinate with the Board to respond to media requests.
- Seek and respond to collaborative opportunities with community partners.

### **Human Resource Management**

- Foster an environment that attracts, retains and motivates highly skilled staff and volunteers.
- Develop and implement HR policies that encourage teamwork, reward initiative and individual contributions, and promote achievement of the center's goals.
- Directly supervise individual program managers. Responsible for developing job descriptions, monitoring performance, conducting annual evaluations, and providing corrective action when required.
- Coordinate with HR Liaison and board to develop quarterly staff in-service trainings, bi-annual staff retreats and continuing education opportunities for staff.
- Provide new staff orientation to any new program managers or administrative staff.
- Serves as key communication link between Board and staff.

### **Qualifications**

#### **Requisite Knowledge, Skills and Experience**

- Bachelor's degree in public or business administration, nonprofit management, human services or a related field.
- Five years of progressive work experience in the areas of non-profit program management and development, staff supervision and training, and successful grant writing.
- Proven experience in communication, media relations, human resource management, fiscal management, community relations, and fundraising.
- Knowledge of LGBT issues and community base organizations.
- Strong leadership skills and experience.
- Excellent interpersonal skills and sensitivity to cultural diversity.
- Knowledge of grant writing, reporting and compliance.
- Knowledge of anti-violence, youth, seniors and social justice issues.
- Detailed knowledge and skills in use of basic computer applications such as Word, Excel and Access.

#### **Preferred Knowledge, Skills and Experience**

- Master's Degree in Social Work, Public Administration, Public Health, or related field.
- Six or more years of relevant work experience in the areas of non-profit program management and development, staff supervision and training, and successful grant writing.
- Experience in public policy advocacy.

- Experience working with a board of directors.
- Five or more years senior management experience.
- Ability to write and speak fluently in English and Spanish.

**Compensation**

Salary range is \$45,000 to \$50,000, DOE

Comprehensive benefits package including health, dental and disability insurance.

**Reports To:**

President, Wingspan Board of Directors

**To Apply**

Please submit resume, cover letter and three references to [board@wingspan.org](mailto:board@wingspan.org) by Tuesday, March 16<sup>th</sup> 5pm.