

**Director of Programs
Sacramento LGBT Community Center**

Job Summary:

The Director of Programs is a full-time exempt position that reports to the Executive Director and has overall strategic and operational oversight over all program and service areas. The position manages design, delivery, and evaluation of all programs, participates in the development of business and funding plans, and serves as liaison to various stakeholder groups, government agencies, and community partners.

Responsibilities:

The Director of Programs works to fulfill the Center's mission to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice and work to build a culturally rich LGBTQ community. This position plays a key leadership role on the senior management team and is responsible for development of a growing program staff (currently six direct reports, numerous volunteers, and student interns) in the areas of youth development and housing, mental health, HIV prevention, community outreach, education and training, advocacy, and community building.

Leadership & Team Management

- Recruit, train, supervise, evaluate, and support the professional development of a strong program team
- Manage a growing team of 6 full-time staff, college and graduate level social work and public health interns, and volunteers
- Develop a knowledge management system that ensures continuous communication and maximum sharing of information and learning throughout the organization including the senior management team, program staff, interns, volunteers, and board members
- Work collaboratively with the senior management team to integrate cross program/organization activities and functions
- Instill a sense of accountability among team members by modeling tight oversight of individual, organizational, and program performance standards
- Manage program staffing schedule, expenditure approvals, and performance evaluations

Program Development, Delivery, and Evaluation

- Assess current and future community needs, solicit input from stakeholders, and recommend population-specific and culturally relevant programs for development and implementation in alignment with the Center's mission and strategic priorities established by the Board of Directors
- Ensure ongoing programmatic excellence by establishing benchmarks, timelines, and the resources needed to achieve strategic goals; set standards for accountability and measurements of success; analyze programmatic trends, identify issues, and proactively recommend changes or ending of programs as appropriate
- Develop and implement awareness and marketing strategies to expand program participation and authentic engagement with targeted populations
- Conduct LGBTQ cultural competency training within the organization and for public agencies, business organizations, educational and healthcare institutions, and other nonprofit

Program Operations & Knowledge Management:

- Develop a vision and plan for the future programs and services offered at the Center, including anticipation of changes in funding streams, client and staffing needs
- Work with program coordinators and the senior management team to set an annual calendar of programs, services, and program events
- Maintain and build upon the systems and processes for recording program activities including facilitating data collection and analysis, sharing of knowledge, and collecting narrative success stories that demonstrate progress toward strategic program goals
- Seek opportunities for and draft program-based grant proposals (foundation, community, and local, state, and federal government) in coordination with the finance and development staff
- Draft program budgets and maintain fiscal controls within the scope of the Center's approved annual budget in coordination with the Director of Finance & Operations including oversight and management of scope of work for grant funded programs and adherence to performance and fiscal metrics
- Ensure program compliance with all laws, regulations, organizational policies, and funding guidelines
- Assist in the collection of satisfaction data and valuation of volunteer hours and donated materials that support programs
- Develop and maintain department specific policies, procedures, and training protocols

Relationship Management:

- Serve as an organization representative in collaborative partner networks and at related community and Center events and activities
- Participate on appropriate national and regional committees, attending regional meetings, workshops and conferences that raise the profile of the organization
- Speak on behalf of the organization at legislative hearings, media interviews, and in other public forums at the direction of the Executive Director
- Interface with other LGBTQ and allied agencies for technical assistance and collaboration aimed at building organizational capacity
- Provide support to the Board of Directors and Internal Affairs Committee as assigned by the Executive Director

Other duties as assigned including occasionally filling in for program or operations staff will be required of this position.

Qualifications:

- Undergraduate or master's degree in social work, mental health, human services, education, organizational development, or other relevant field; 10 years directly relevant experience may be substituted for educational background (MSW or LCSW is preferred)
- At least 5 years nonprofit, higher education, or public service experience in a management roll
- At least 4 years program management experience
- At least 3 years staff and volunteer management/supervision experience
- Demonstrated ability to develop and promote staff's professional capacity
- Demonstrated capacity to develop and manage federal, state, and foundation grant funded programs in alignment with a strategic plan
- Demonstrated understanding of compliance with applicable laws, regulations, internal policies, grant agreements, and professional standards of conduct

- Experience working with diverse populations, specifically--transgender individuals and queer people of color, immigrants or other non-native English speakers, youth experiencing homelessness, people living with HIV/AIDS, and/or LGBTQ+ elders, having modeled a client-centered approach is critical
- Ability to build and maintain team cohesion to create better outcomes for clients across a continuum of care and support the Center's desire to become a workplace of choice
- Desire to learn from others, research best practices, partner with other LGBT Centers, and implement evidence-based program models
- Personal commitment to the Sacramento LGBT Community Center's mission and a passion for LGBTQ+ issues including a robust understanding of intersectionality and systems of oppression
- Excellent interpersonal, verbal, and written communication skills; public speaking, facilitation, and coalition building capabilities to balance interests, negotiate, and work with a variety of internal and external stakeholders
- Reliable transportation and an ability to travel on a limited basis with some evening and weekend hours are required
- Experience with client database systems; HMIS, Social Solutions: Apricot, are preferred
- Proficient computer skills and experience with Microsoft Office 365 including Outlook, Word, Excel, and PowerPoint
- Bilingual candidates and people with lived experience are encouraged to apply!
- Flexibility to work evenings and weekends as required.
- The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 50 pounds, ascend/descend stairs, operate computers, copiers, and other office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages and tone by telephone.
- Offers of employment may be contingent on satisfactory results of a criminal history background check.
- Understanding of LGBT, social justice and civil rights policy issues preferred; a passion for the Center's mission and work to create a region where LGBTQ people thrive is essential

Compensation:

- Full-time, exempt
- \$4,583-6,083 per month depending on experience
- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Parking
- Annual professional development opportunities

To apply:

Go to SacCenter.org/careers for additional details. Please submit a cover letter and a resume in a Microsoft Word or Adobe PDF document by email to jobs@saccenter.org. No phone calls or in-person applications please.

About the Organization:

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ community.

Position is located in Sacramento, CA.



Equal Opportunity:

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, HIV/AIDS status, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

