Director of Programs Position Description
Full-time, exempt

Reports to: Chief Operating Officer

Mission of the Organization
The William Way Community Center encourages, supports, and advocates for the well-being and acceptance of sexual and gender minorities in the Greater Philadelphia region through service, recreational, educational, and cultural programming.

Position Description
The Director of Programs oversees and directs the development, management, and execution of all programs for the organization, including: senior programs, women’s programming, the Trans Resource Center and affiliated programming, art and culture programs, and health and wellness programs. The Director or Programs will be responsible for recruiting and managing WWCC volunteers as well as developing and expanding the volunteer program. This position is part of the senior management team and is a thought partner on key strategic and organizational decisions.

Job Responsibilities
● Effectively manage the resources of all programs including financial and human resources.
● Plan, implement, and evaluate program activities that align and support the organization’s mission.
● Collaborate with the Director of Development to develop annual and long-term grant-making strategies to support Center programming.
● Develop and implement all program guidelines and organization policies to ensure compliance with grantor and/or government regulations.
● Attend community events to build and maintain positive relationships.
● Monitor and supervise the delivery of all program services and activities, including the front desk staff.
● Participate in the recruitment and retention of qualified program staff and volunteers.
● Develop and maintain a system for program documentation, measurement, and evaluation.
● Gather and organize program performance and demographic data.
● Review and/or prepare reports demonstrating results of all program activities to key internal and external audiences.
● Design and produce project marketing and promotional materials and documents in collaboration with the volunteer marketing committee.
● Other duties as assigned.
Required qualifications
- Minimum of five years of experience in nonprofits.
- Minimum of one year of experience as a supervisor.
- Excellent analytical, project management, communication, and relationship-building skills.
- Exceptional writing and reporting capabilities.
- Ability to successfully manage multiple projects and responsibilities with consistent follow-through.
- Independent and self-motivated but able to work in teams.
- Comfortable and effective working with diverse populations.
- Ability to use technology to maintain accurate and appropriate documentation.
- Ability to work effectively with a diversity of individuals at all organizational levels.
- Understanding of and commitment to WWCC’s mission.
- Bachelor’s Degree

As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure WWCC’s success.

Compensation
This is a full-time, exempt position.
Typical hours are Mon-Fri from 9am-5pm, but occasional evenings and weekends are required to attend evening meetings and events.

How to Apply
Every resume that is submitted for an open position is carefully reviewed. Only candidates whose backgrounds most closely match the requirements of the position and the agency’s needs are contacted. We are not able to personally respond to every applicant regarding the status of their application. No telephone inquiries will be accepted. Please email Ally Richman, Chief Operating Officer, at arichman@waygay.org with your cover letter and resume. Please include “Director of Programs” in the subject line.