Director of Empowerment Programs  
Full-time, exempt  
Annual Salary Range $68,000-$75,000 (non-negotiable outside of range)

Reports to: Chief Operating Officer

William Way is looking for a compassionate and creative clinical social worker to join our team. This position is part of the senior management team at the William Way LGBT Community Center. The Director of Empowerment Programs is a thought partner on key strategic and organizational decisions throughout the organization. The position is responsible for setting the strategic direction for The Center's Empowerment Programs. The position provides support and oversight for programs including the Elder Initiative, Peer Counseling, wellness programming, women's programming, and the hospitality and referral services provided at the front desk. The ideal candidate has a valid state license, exceptional communication and interpersonal skills, experience providing supervision as well as experience working with clients from a variety of backgrounds and demographics.

Key Responsibilities:

● 45% Manage all aspects of the Center’s empowerment programming, including:
  ○ Participates in the recruitment and retention of qualified program staff and volunteers.
  ○ Supervises and supports all staff who deliver empowerment services.
  ○ Works closely with the Archives Director (who oversees Arts & Culture programs) and the Director of Facilities to maintain and develop community connections.
  ○ Collaborates with the Development team on annual and long-term grant-making strategies to support empowerment programming.
  ○ Attends all staff, management, and supervision meetings, as well as staff trainings.
  ○ Effectively manages the financial resources of all empowerment programs.
  ○ Plans and implements new initiatives and program activities that align and support the organization’s mission.
  ○ Leads the Center’s participation in annual holiday meal distribution and OurFest and Pride activities.
  ○ Develops and maintains a system for program documentation, measurement, evaluation, and reporting to key internal and external audiences.
  ○ Builds and maintains relationships with other service providers, community members, and organizations.
  ○ Further develop women’s programming, community partnerships and wellness programs.
  ○ Collaborates with COO to provide oversight and supervision to front desk staff.
20% Peer Counseling
○ Sets the strategic direction of the Peer Counseling program
○ Provides clinical supervision of peer counselors
○ Recruits, onboards, and manages all new peer counselors.
○ Coordinates and participates in new counselor training (usually 2nd weekend in October), including identifying and scheduling trainers. Attends monthly shift meetings and training.
○ Facilitates education, support groups, and referrals.

20% Elder Initiative
○ Supervises Elder Initiative programming staff and consultants
○ Provides clinical supervision to at least two Elder Initiative program interns during the course of an academic year
○ Works closely with EI Manager, Health Promotions Coordinator, and Social Engagement Coordinator to plan and execute existing and new programs
○ Strategizes with EI manager to develop best practices specifically for staff working in Direct Services
○ Attends one meeting a month to support Elder Initiative programming and supports EI program manager to empower advocate relationships.
○ Capacity for meaningful understanding of the unique needs of LGBTQ+ elders

15% Performs other duties and responsibilities as assigned or requested

A day in this role might look like:

You arrive at the Center at 9 am and begin your day with a Supervision meeting with the COO to go over your quarterly budget. You respond to emails from potential programming partners interested in setting up a new workshop series at the Center.

You cover the front desk for a half of an hour on this day to give a lunch break to your Front Desk Coordinator and after, take a lunch break at a nearby gayborhood spot. You return to prepare an agenda for your meeting with the Development Department later in the week to discuss upcoming grant deadlines and deliverables on existing grants. You and your team’s vision guide the granting process. You spend some time in the afternoon helping the EI team coordinate pick up of groceries for the Seniors and JCAA and end the day.

Desired qualifications
• Licensed Clinical Social Worker (LCSW)
● Previous experience in a healthcare, social service, or mental/behavioral/community health organization (or similar) providing direct services to impacted communities.
● Understanding of trauma-informed leadership, and a commitment to a healing and restorative culture.
● Experience developing programs, ideally in a nonprofit or community-based setting.
● Understanding of programs and services designed by and for trans and gender nonconforming people, seniors, Black and Brown LGBTQ+ people, people experiencing housing instability, LGBTQ+ women.
● Experience supervising and supporting other staff and/or volunteers.
● Excellent communication and relationship-building skills.
● Exceptional leadership qualities with broad, well-rounded expertise and holistic perspective for leading a complex organization;
● Creativity and openness. Welcoming of new ideas, approaches, and perspectives;
● Accessibility, approachability, and respectful of all – regardless of role, position, or station;
● Prioritizes fairness, transparency, and accountability; High degree of integrity, honesty, and ethics;

NOTE: It is understood that no single candidate will have equal experience in all areas. Successful candidates will demonstrate a compelling combination of many of them and the self awareness and professional maturity to leverage existing or new resources in the area(s) where they lack expertise.

Mission of the Organization
We seek to engage and support the diverse LGBTQIA+ communities in the greater Philadelphia area through arts & culture, empowerment, and community connections.

Compensation
This is a full-time, exempt position.
Annual salary range: $68,000-$75,000 (non-negotiable outside of range)
Benefits include: health and dental insurance, paid time off, 401k options, flexible health spending account, pre-tax transit program. Typical work week is 40 hours with the expectation that some hours are flexed, some evenings and weekends are required. Vaccination required and a background check will be required.

How to Apply
Please submit your application and all materials using this form by Friday, December 15th. Please include “Director of Empowerment Programs” in the subject line. Every application submitted is carefully reviewed. Candidates whose backgrounds most closely match the requirements of the position and the Center’s needs will be contacted for an interview.