

Join Our Growing Team!

Summary:

The Brooklyn Community Pride Center is seeking a full-time director of programs to join our energetic team to lead and manage all program activities. The director of programs reports to the executive director.

The Brooklyn Community Pride Center is the only LGBTQ+ community center in Brooklyn and is fast becoming the borough's premier network of programs and services for the LGBTQ+ community and our allies. Across the spectrum from young people to elders, the Brooklyn Center enables our community to actively participate in positive, life-affirming activities. We offer a distinctive choice for residents of New York City's largest borough to celebrate, heal, learn, create, organize, relax, socialize, and play.

The organization is rapidly growing and has gone from a \$300K operating budget in FY16 to a projected \$1.3m budget in FY19. We will expand from 3,100 square feet of space at Restoration Plaza (Bedford-Stuyvesant) to an additional 6,100 square feet at the Bedford-Union Armory (Crown Heights) in 2020 with continued expansion through 2025.

The director of programs currently has four direct reports: one full-time Youth Pride program manager and three part-time group leaders of activities for elders, transgender and gender nonconforming folks, and the LGBTQ New Americans Project (Arts and Culture). Additional full-time program hires for FY19 include two Pride Path navigators and an LGBTQ+ outer borough consortium manager. Remote and mobile work is likely until our expansion into the Bedford-Union Armory in 2020. The program department is rapidly growing and direct and indirect reports are likely to increase as new resources become available.

The ideal candidate will thrive in a fast-paced, entrepreneurial environment managing program activity at multiple Brooklyn sites. This is an exciting organization to join the team of one of New York City's fastest growing LGBTQ+ organizations!

Scope of Duties

- Strategically leads, manages, and grows all program areas for youth, under employed young adults, elders, transgender and gender nonconforming folks, and arts and culture activities.
- Manages programmatic collaborations with external organizations such as twelve-step recovery groups, HIV and STI interventions, and community partners including Callen-Lorde Community Health, Stonewall Community Development Corporation, SAGE, CAMBA's Young Mens' Health Project, and the Occupational Therapy Department of the New York Institute of Technology.
- Collaborates on new program growth targets and executes against existing strategic goals including:

- Growing Pride Path from 45-150 young adults age 18-24 to serving LGBTQ+ underemployed adults of all ages by 2022 through professional development, internships and jobs pending available resources.
- Building the LGBTQ+ Outer Borough Consortium in collaboration with partner organizations like the LGBT Network.
- Establishing a mini mental health clinic in the Bedford-Union Armory site by 2020.
- Collaboratively determining programmatic strategic priorities in the context of a third satellite site projected for 2025.
- Manages outreach efforts to external organizations and schools.
- Develops and implements all program-related processes, protocols, systems, and procedures including digital in-take of clients and visitors.
- Recruits, retains, and develops all program staff; manages all program personnel files.
 - Processes and provides first-level approval of all program personnel payroll.
- Manages all program files.
- Manages a team of program volunteers in collaboration with the manager of development and engagement.
- Establishes relationships with new collaborating organizations to meet strategic targets.
- Assesses and evaluates all program activity.
- Manages all program budgets; collaborates with the external financial management team.
- Manages the public-facing Program Community Navigator and all events and activities that are non-development / donor-related such as the LGBTQ+ Women's and TGNC Mixers, Brooklyn Pride Festival and Parade, World AIDS Day event, holiday party and volunteer recognition, holiday clothing drive, and others.
- Collaborates with the director of development and executive director on resource development activities.
 - Compiles program-related grant data and evaluation findings.
 - Drafts program-related grant language.
- Drafts program-related e-blast newsletters, social media postings, and other publications as needed.
- Manages all program-related web pages and develops public-facing content as appropriate.
- Represents the Center at conferences, seminars, and other community activities that align with strategic objectives.
- Serves on the program committee of the board if appropriate.
- Opens the Center at least two days a week; closes the Center at least two days a week.
- Some weekend hours required.

Qualifications

- Six to ten years as a senior program director at a nonprofit organization. Multiple site management desired.
- Program development and evaluation (formative and summative) oversight or direct experience required.
- Workforce development program design experience desired but not required.

Characteristics

- Knowledge of and commitment to lesbian, gay, bisexual and transgender issues, as well as the intersection of LGBTQ+ issues within communities of color, people with disabilities, and other disenfranchised groups.
- Self-motivated, detail oriented with a passion for tactical workplans and executing against them.
- Entrepreneurial; rapid growth mind-set.
- Highly collaborative; adaptive; flexible: able to work in a mobile, rapidly evolving office environment.
- Active listener.
- Strong sense of humor.
- Exceptional emotional intelligence.
- Exceptional time management.
- Personable people person.
- Ability to independently manage with a limited budget.
- Excellent communications and technical skills (written, oral and computer).
- Ability to organize and manage multiple tasks and meet deadlines.
- Ability to diplomatically manage competing priorities and constituencies.
- Ability to manage / develop junior staff and see around human resource corners including professional development needs.
- Computer literacy including proficiency in MS Office; familiarity with marketing programs such as Mail Chimp and constituent / donor management software like Donor Tools.

Compensation: This is a full-time, exempt position. Salary range: \$80,000 - \$90,000 plus benefits.

Applications: E-mail cover letter, résumé, and one writing sample to Athena Hernandez at jobs@lgbtbrooklyn.org. Subject: [Your name]: Brooklyn Community Pride Center Director of Programs. Writing sample should be a program report in which you were the lead author. No phone calls, please.

Location: Brooklyn, NY

The Brooklyn Community Pride Center is an Equal Opportunity / Affirmative Action employer. Women, people of color and transgender people are encouraged to apply.