

## **DIRECTOR OF PROGRAMS**

### **Full Time**

#### **Reports to Senior Director of Strategic Initiatives**

Seattle Parks Foundation is an 18-year-old nonprofit with a history of successful planning, organizing, advocacy, and fundraising on behalf of our city's public spaces.

We want every resident of our city to be connected to safe and beautiful green spaces and have access to rich recreational opportunities that meet their needs and the needs of Seattle's growing and changing population.

We also believe that access to high-quality parks and public spaces is a critical indicator of Seattle's commitment to equity.

Our work centers on empowering communities so our public spaces work for everyone and reflect the wisdom of local organizations, neighbors, community leaders, and volunteers—those who are most acutely attuned to community needs.

Our workplace is highly collaborative, professional, and respectful while nurturing a sense of fun. We are led by a strong and strategically engaged board of directors, and we strive to ensure that our team reflects the diversity of Seattle and has the cultural competence to ensure that we serve all residents of the city.

#### **Our commitments as an organization:**

- We listen to learn, work in partnership, and lift up others.
- We are committed to diversity, equity, and inclusion. This means confronting our assumptions about structures of oppression and, in response, continually remaking our internal culture.
- We are accountable. When we commit, we deliver. When we make a mistake, we accept responsibility.
- We embrace change and the challenges that come with it.
- We nurture a culture of gratitude and continually celebrate and thank volunteers, staff, partners, and donors.

## **JOB OVERVIEW**

The Director of Programs oversees the strategy, design, and implementation of new and existing programs to ensure that all of the foundation's work with communities, donors, and public agencies is integrated and delivers on our mission: bringing people together to make parks happen.

We seek an individual who understands the critical function and value of urban parks and public spaces, is steeped in the practices of diversity, equity, and inclusion, and has a track record of working in diverse and underserved communities.

We seek a strong and strategic leader to take Seattle Parks Foundation to the next level, building on our successes to oversee and constantly adapt a growing program portfolio.

At the heart of the foundation's program portfolio is fiscal sponsorship. We believe that creating and stewarding our parks and public spaces is a shared responsibility, best guided by organizations, volunteers, and donors who are most acutely attuned to the needs of their neighborhoods. Through fiscal sponsorship, the foundation provides capacity-building services to community-led groups across Seattle, including financial management, policy guidance, fundraising, community engagement, and volunteer management. Over the past four years, the number of groups we fiscally sponsor has nearly tripled. Continued growth is anticipated, and we seek a Director of Programs who can guide this growth to expand our impact and that of the groups we support and sponsor.

The successful candidate will have a track record of developing visionary program agendas that are implemented sustainably. The Director of Programs will collaborate with the Philanthropy and Operations teams; supervise, coach, and lead the Partner team; and directly manage staff and a number of contractors.

## **RESPONSIBILITIES**

- Uphold the values of diversity, equity, and inclusion and apply those values in developing, implementing, and evaluating organizational and individual work.
- Oversee development and implementation of the Fiscal Sponsorship program.
- Act as a staff liaison to a portfolio of fiscally sponsored groups.
- Participate in and inform annual organizational planning and budgeting processes.
- Hire and supervise direct reports and contractors and inspire them to excel and thrive in their roles.
- Serve as a staff liaison to relevant board committees.
- Work with the Director of Strategic Initiatives to develop and guide the Major Initiatives portfolio.
- Work with the Director of Finance to develop and guide the Fund Management program, which administers long-term maintenance funds and financial oversight for projects that include partnerships with multiple agencies.
- Develop and oversee a staff stewardship plan for all fiscally sponsored groups.
- Serve as the public face and voice for the foundation in neighborhoods across the city and with public-sector leaders and elected officials.
- Work with the President/CEO and staff to develop organizational strategies related to advocacy and public policy.
- Guide community groups in engaging with public agencies to advocate for open space improvements.
- Oversee development of a formal, structured, peer-to-peer learning network of fiscally sponsored groups.
- Develop and oversee a program evaluation strategy to measure impact and continually improve and adapt foundation programs.
- Work with Senior Director of Strategic Initiatives and CEO and President to secure philanthropic and public investment in our programs.

# SEATTLE PARKS FOUNDATION

- Review and write contracts and letters of agreement with contractors, fiscally sponsored groups, and public agencies.
- Serve as a staff liaison to a portfolio of funders and represent the foundation at external events and meetings as needed.
- Serve as a subject-matter expert for external communications and fundraising materials.

## **DESIRED SKILLS, EXPERIENCE, AND ABILITIES**

- Expertise in leading diversity, equity, and inclusion initiatives and programs; deep understanding of issues of racial equity and social justice
- Demonstrated success working in partnership with public sector agencies and elected officials
- Significant demonstrated project management and program development experience, excellent organizational skills, and ability to manage multiple projects at once
- Experience and interest in supervising and coaching employees
  
- Self-motivated, disciplined, and able to work independently; a strategic and collaborative team player
- Thrives in a fast-paced, adaptive environment
- Team player who is willing to lead and be led; motivated to contribute to others' success
- Inquisitive, flexible, and entrepreneurial
- Thrives in a fast-paced, adaptive environment
- Excellent public speaking, facilitation, and presentation skills, as well as strong written communication skills
- Proficiency in Microsoft Office (Excel, Word, PowerPoint)
  
- Ability to work occasional nonstandard hours, including for evening and weekend events

## **COMPENSATION AND BENEFITS**

This is a full time, exempt position with a salary of \$80,000. We also offer a generous benefits package, including:

- Employer-paid medical insurance
- IRA plan, with organizational match of up to 3% of the annual salary
- Paid vacation and sick leave
- 10 paid holidays per year
- Unlimited ORCA transit pass

To apply, please submit a resume and a cover letter to [info@seattleparksfoundation.org](mailto:info@seattleparksfoundation.org). In your cover letter, please describe how your personal and/or professional experiences relating to diversity, equity, and inclusion have influenced your career or specific aspects of your previous jobs. Please include specific examples.