

**POSITION TITLE:** Program Manager

**REPORTS TO:** Executive Director

**FULL-TIME, EXEMPT,** some evenings and weekends required



**POSITION DESCRIPTION:**

The Program Manager works with the Executive Director to implement Guilford Green Foundation & LGBTQ Center’s vision of providing programming and partnerships that elevate all members of the LGBTQ community. Based on a thorough understanding of LGBTQ community needs, the Program Manager works to develop and implement programs that support, uplift, and represent the diversity of our community. The Program Manager is responsible for conducting community outreach and fostering relationships with community partners to ensure that the center serves as a welcoming space for programming for and by all members of the LGBTQ community. This position works collaboratively with a team to advance organizational goals and reports to the Executive Director.

**Our Commitment to Diversity and Equity:**

Guilford Green Foundation & LGBTQ Center strives to be a workplace that is representative of the community we serve. We are an equal opportunity employer and encourage applications from all individuals including LGBTQ (lesbian, gay, bisexual, transgender, and queer) people; people of all genders and gender expressions; Black, Brown and Indigenous People; People of Color; people living with HIV, and people with disabilities.

**Key Responsibilities:**

- Program Implementation:
  - Develop new programs, activities, and events based on the needs of the LGBTQ community and GGF’s priority areas
  - Lead Guilford Green Foundation & LGBTQ Center programming
  - Recruit and manage program volunteers
  - Maintain program data including attendee and outcome data
  - Research and identify programming needs regarding LGBTQ issues in the community
  - Provide reports and information as needed to support fundraising and grant work
- Community Outreach:
  - Foster relationships with community leaders and organizers to develop and support activities that address intersectionality and equity including intentional outreach and engagement with the LGBTQ BIPOC community.
  - Be a resource for community members
  - Assist in connecting center guests with appropriate referrals and resources

- Serve as a liaison between partner organizations, interested organizations, and GGF
- Maintain a database of businesses, corporations, and community organizations that have participated in programming
- Attend meetings and represent the GGF at events and outreach opportunities
- Collect impact stories and program testimonials to assist marketing and outreach
- Assist with marketing and social media content creation to engage community in programming and activities
- Help maintain the existing resource guide

### **Qualifications and Characteristics**

- Energy, enthusiasm and motivation to support programs and services for the LGBTQ community
- Passionate learner who is motivated to take on new challenges
- Dedicated to equity in the LGBTQ community
- Comfort with public speaking, presentations at events and in front of large audiences
- Strong analytical skills, writing, and research skills
- Ability to work well independently and as a member of a team in a fast-paced, deadline-driven environment, and ability to prioritize and manage multiple tasks effectively and efficiently
- Prior experience working with historically underrepresented and marginalized communities
- Demonstrated track record of setting and achieving goals

### **Requirements**

- Bachelor's degree or relevant work experience in lieu of a degree
- Knowledge of Google Drive, Excel, PowerPoint, word processing, and social media
- Cultural competency around LGBTQ communities
- Commitment to antiracism and equity in the LGBTQ community

### **Salary and Benefits**

- Salary Range: \$35,000-\$40,000
- Benefits include: Health Insurance with 50% of premium paid by organization
- 10 paid holidays and 15 days of paid time off

### **To apply:**

- **Submit a cover letter and resume to [info@ggfn.org](mailto:info@ggfn.org). Resumes will be accepted until August 8, 2022.**
- **Please include Attn: Program Manager Resume in the subject line.**
- **Interviews with select candidates will begin August 9<sup>th</sup>, 2022**
- **Expected start date in early September depending on the availability of the selected candidate.**