

Programs Director Position Description

Job Purpose

The OFC Programs Director oversees and manages all of OFC's programming from our family Support programming, education, advocacy and policy work throughout the Bay Area. OFC is a regional LGBTQ family support and advocacy organization in the country, and has provided community-building programming, education, and advocacy for Bay Area LGBTQ-headed families for almost 30 years. Our family support and protection programming has grown to be national. The Programs Director spearheads the coordination and administration of all aspects of OFC's ongoing programming including maintaining compliance with our state and federal grant programmatic grant requirements, organizing, staffing, leading, and controlling all aspects of OFC's program activities. Additionally, the Programs Director ensures that programs are delivered on time, within budget, and according to the quality standards that our community has come to expect. Additionally, this person must embody OFC's values, have a strong understanding of LGBTQ movement and the current trends facing LGBTQ families and children. The ideal person is self-driven, able to forge relationships and grow our community partnerships and ensures that OFC's programming is mission driven. The Programs Director reports to the Executive Director, is part of the OFC Leadership Team and supervises program staff members including program interns.

Primary Duties and Responsibilities Include:

Plan the program

- Lead Family Support Team in planning, oversight and evaluation of family support programs, including educational programs, peer support groups, and community building activities for LGBTQ families and their allies
- Develop an overall program plan to reach a broad cross-section of LGBTQ families, specifically from diverse ethnic, linguistic, racial, socioeconomic and cultural backgrounds.

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
- Managing the Organization's events and programs calendar and helping to co-create to it
- Develop new initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of OFC's programs and activities
- Develop annual program plans that list both short and long term goals that are aligned with OFC's mission, vision, goals and objectives
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Develop funding proposals for the program to ensure the continuous delivery of services

Organize the program

- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards
- Develop forms and records to document program activities
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization
- Directly oversee and manage Family Support Team contracts, including program design, reporting, evaluation, and maintaining positive funder relationships
- Oversee coordination of social and educational events in San Francisco and the East Bay
- Work collaboratively with other staff to plan and implement OFC's dynamic and growing social, advocacy and educational programming Represent OFC and the interests of LGBTQ families at meetings and interagency collaborations, conferences, media outlets, and other contexts as needed
- Develop and manage both Program budgets and individual program budgets
- Oversee development of promotional materials for Family Support programs and advocacy efforts in both hard copy and digital media
- Work in partnership with representatives of other community groups to further equality for all LGBTQ families
- Report to both public and private funders on grant deliverables
- Build and support parent leadership throughout OFC programs

Staff the program

- Determine Programs Team staffing requirements including hiring and firing and supervise direct reporting staff with an emphasis on mentorship and professional development
- Recruit, hire and interview and select well-qualified program staff
- Engage volunteers for appropriate program activities using established volunteer management practices
- Ensure that all program staff receive an appropriate orientation to the organization and the programs

Lead the program

- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards
- Supervise program staff by providing direction, input and feedback
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program
- Liaise with other managers to ensure the effective and efficient program delivery
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency
- Work closely with the Communications and Development department to ensure OFC's programming is effectively marketed

Control the program

- Write reports on the program for management and for funders and grantors
- Communicate with funders as outlined in funding agreements and grants
- Manage the Programs Department budget and ensure that the program operates within the approved budget
- Monitor and approve all budgeted program expenditures
- Ensure financial reports and supporting documentation for funders and grantors are prepared as outlined in funding agreements
- Provide required information to have invoices generated and submitted to funders according to the established timelines
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate
- Review program evaluations and incorporate findings into program development

- Maintain all program documentation (sign-in sheets, program evaluations, registration reports) and review to ensure contract compliance
- Monitor databases (contract reporting and internal agency) to ensure all information is entered in a timely and accurate manner

Physical Requirements:

- Required to sit and use their hands and fingers, stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.
- Vision abilities required by this job include close vision. Often uses a computer, tablet, or other office technology such as a copy machine and printer.
- Hearing abilities required by this job. Retrieve and deliver supplies from storage areas and move boxes and materials weighing up to 20 pounds.
- Required to come into the office for a minimum of three -4 days a week.
- Must be able to work on some weekends and evenings
- Will need to travel occasionally

Qualifications

- Must have a Master degree. Years of relevant work experiences may act as a substitute equivalent.
- Excellent verbal, writing, interpersonal skills, computer/internet, and organizational skills. Working knowledge of accounting software
- Demonstrated commitment to social justice, anti-oppression work, LGBTQ rights and a committee to uphold OFC's values.
- Demonstrated ability to work as part of a team and with people from a variety of different racial, ethnic, socio-economic, educational, religious gender, and generational backgrounds.
- Continuous commitment to fighting against anti-black racism and sexism
- Experience with Neon database a plus
- Willingness to work evenings and occasional weekends
- Impeccable attention to detail, time management, and punctuality.
- Have the ability to demonstrate organization and coordination skills between departments and teams
- Quick learner with initiative and able to work both independently and collaboratively
- Creative problem solver, comfortable sharing thoughts/ideas with team and supervisor

Compensation and Terms

The OFC Programs Directors is a full-time position. OFC follows a 37.5 hour-week. position. The position is a salary and includes fully paid medical and dental

benefits for dependents and partners in addition. Has a 3% retirement match. The salary is 80,000.00 to 97,000.00

Our Family Coalition is an equal opportunity employer and we encourage applications from Trans and non-binary folks, Black women, people of color, people with disabilities, members of the LGBTQ community, or other underrepresented groups. OFC does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, gender identity, religious beliefs, sexual orientation, veteran status or disability.