

Position Announcement

Program Director



Overview

The Posner Center for International Development (<http://www.posnercenter.org>) is a 5-year old organization with the mission to convene, connect and catalyze the international development community to collaborate for greater impact. We are a community of almost 200 organizations and individuals working in—or supporting—international development, 65+ of whom are based in our 25,000-square-foot collaborative workspace in the historic Curtis Park neighborhood of Denver.

We are seeking an experienced, mission-driven, self-directed, and team-oriented individual to direct our program work.

Responsibilities

The Program Director is responsible for leading all Posner Center program-related efforts. The overall goal of the position is to ensure high quality programming for the Posner Center Community that contributes directly to the organization's Vision and Mission. The Program Director has **four major areas of work**:

- o Direction of the [International Collaboration Fund \(ICF\)](#), and assistance with fundraising for the ICF;
- o Planning, and implementation of programming for the Posner Center Community;
- o Leading organizational monitoring and evaluation; and
- o Helping to coordinate planning and management of Posner Center annual major projects, including the annual [Posner Center Symposium](#) and forthcoming Report on Collaborative International Development.

The Program Director's detailed responsibilities are organized by our three Strategic Areas as follows:

- o **Convene:** We bring together the Colorado international development community.
- o **Connect:** We empower the Posner Center community to develop new relationships to share, increase capacity and promote our collective efforts.
- o **Catalyze:** We transform international development work through our programs, evaluating and advancing best practices in collaboration, and promoting our innovative business model.

Convene

- o Posner Center community building
 - o Coordinate with the Community Manager on Posner Center Community-building programming for Tenants and Members and manage the program budget;
 - o Support organizational efforts for outreach and coalition-building in Colorado; and
 - o Foster Posner Center Community-building by engaging with Tenants and Members on a continual basis and facilitating networking.
- o Community management
 - o Support the Executive Director and Community Manager with the Tenant retention, recruitment and selection process, and Tenant management; and
 - o Support the Community Manager with [Community Program](#) recruitment.

Connect

- o Organizational and professional development
 - o Direct, facilitate and provide other support for Community-led peer-learning groups;
 - o Coordinate content-driven programming for community engagement in key international development issues;
 - o Develop and oversee organizational development programming and support community awareness of and access to external organizational development resources;

- Research and identify mechanisms for improved connections and learning across network; support or lead implementation of new mechanisms as needed; and
- Help plan and execute the annual Posner Center Symposium.
- Community support
 - Manage Posner Center audiovisual technology in coordination with Facilities Manager and Community Manager;
 - Manage technology support to organizations in coordination with the Community Manager; and
 - Assist with coordination and implementation of the Posner Center Mentoring Program.
- Communication
 - Develop program-related communications (blogs, social media posts, newsletter content, annual report, etc.); and
 - With the Development & Communications Director, develop and maintain program-related website content.

Catalyze

- Grant program(s)
 - Oversee the International Collaboration Fund (ICF), including program design, planning, outreach, grant administration, grantee management and evaluation;
 - Assist with ICF fundraising; and
 - Manage other grant programs/projects, as needed.
- Evaluation and process improvement
 - Lead organizational monitoring and evaluation efforts;
 - Plan, design and implement evaluation of programmatic and related efforts, including Tenant and Member surveys; and
 - Lead organizational process improvement for improved efficiency and effectiveness in programming.
- International development research and analysis
 - Monitor and research major international development issues to integrate into programming efforts; and
 - Coordinate research and analysis related to Posner Center projects, such as reports and publication(s), and the annual Posner Center Symposium.

Other

- Participate in team planning and implementation efforts, e.g.
 - Strategic planning
 - Annual workplan development
 - Communications planning
 - Annual budget
- Provide support for other Posner Center activities, e.g.
 - Development and communications strategies
 - Community management
 - Facilities management

The Program Director performs all duties under the direction of the Executive Director.

Required Qualifications

- Three (3) years experience and demonstrated expertise in program management, that may include experience in either nonprofit or for-profit sectors;
- Master's degree; OR two (2) years of relevant work experience in addition to above requirement;
- Working knowledge of international development and/or related issues;
- Experience in evaluation of programs or projects;
- Excellent oral and written communication skills;

- o Excellent computer skills and demonstrated proficiency in Microsoft Office Suite and/or iWork, and Google Drive;
- o Experience developing reports, publications or other communications products;
- o A strong team-orientation and a desire to create an effective and efficient work environment;
- o Strong attention to detail;
- o Proactive approach to identifying and solving problems;
- o Ability to work efficiently and prioritize tasks independently;
- o A desire to participate in systems improvement; and,
- o Strong motivation to support Denver's international development community.

Preferred Qualifications

- o Education or training in nonprofit and/or program management, or public administration or public affairs, or grants management;
- o Education, training or experience in international development or related area;
- o Monitoring and evaluation expertise, e.g. knowledge of statistical methods, survey methods, development and use of logic models
- o Skills and demonstrated proficiency in basic website development, Wordpress, Mailchimp, or similar applications, social media platforms, and Adobe;
- o Experience in event management or coordination;
- o Experience managing or assisting with organizational social media activities;
- o Experience working with audiovisual equipment or a strong technical aptitude; and
- o Experience developing and working with budgets.

Anticipated Start Date

April/May 2019.

Compensation, Schedule, and Benefits

This is a full-time position located in Denver, Colorado, scheduled for 40 hours per week. The annual salary range is competitive, commensurate with experience and expertise.

The work schedule is flexible, generally 9:00am to 5:00pm, five days per week within the conventional workweek, required occasional event staffing evenings and weekends, required occasional travel outside of Denver, with paid holidays and paid time-off. Group medical and dental insurance is provided.

Other benefits include a beautiful, welcoming work environment, fantastic team members, and a great community of Tenants and Members working towards greater good in the world.

How to Apply

Applicants should send a resume/CV and cover letter describing their interest in the position and relevant experience by **12:59am, 17 April, 2019** to burke@posnercenter.org.

Please include "[Your Name] - Program Director" in the subject line.

Applications will be reviewed on a rolling basis. Applications received after the due date will not be considered. Incomplete applications will not be considered. No phone calls.

The Posner Center is dedicated to providing a productive, welcoming, collaborative, and inclusive environment for all users of our shared space, including, without limitation, our Tenant and Member organizations, their employees, contractors, volunteers, interns, and guests. We are an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, age, national origin, ancestry, disability, marital status, military status, sexual orientation, gender identity, or gender expression. All qualified candidates are encouraged to apply.