



Phinney Neighborhood Association
Community Programs Director Job Announcement, 40hrs/wk (1.0 FTE)
November 2022

Phinney Neighborhood Association Mission

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Position Overview

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

PNA seeks a strategic, relationship-focused and mission driven Community Programs Director to lead three of the PNA's key program areas: Social Services and Meals, Arts and Culture, and the DIY Tool Hub. The candidate should have knowledge of non-profit best practices and possess the strategic thinking necessary to build and carry out a short and longer-term program goals.

The Program Director reports to the Executive Director, and as a member of the organization's leadership team, is involved in implementing strategic goals, shaping organization direction, and policy development. The Program Director will oversee a team of five part-time staff and join a deeply committed and spirited staff and Board that are dedicated to building a strong community.

Essential Responsibilities

- Oversee the direction, success, and sustainability of community programming and outreach events.
- Provide direct supervision and management to four direct reports: Hot Meal Program Manager (who supervises the coordinator); Social Service Engagement Manager; Community Projects Manager; DIY Tool Hub Coordinator
- Plan and evaluate programs and program impact.
- Collaborate with key PNA staff on implementing Arts & Cultural events; goals, budgets, timelines, marketing and logistic plans.
- Prepare and monitor annual budgets for community programs and events.
- Work closely with community partners and explore new ones.
- Assist in recruiting and training key volunteers and ensure substitutes are in place for adequate staffing coverage (paid or volunteer); jump in to fill shifts or find subs as needed.
- Conduct community outreach to other service providers and partner agencies to raise awareness of our programs, build relationships and track other resources in the area.
- Work with Development Director to help identify, cultivate and manage relationships with funders, contribute to grant research award reporting.
- Participate on the organization's leadership team, be involved in developing and implementing strategic goals and shaping organizational direction.

Qualifications and Experience

- Passion for the PNA's mission, a positive attitude, openness to new ideas, and a sense of humor.

- Ability to work effectively with people regardless of their age, gender expression, race, sexual orientation, ethnicity, religion, or job type—or any other factor that makes us unique.
- Three or more years of experience managing a diverse portfolio of programs in a nonprofit setting.
- Two or more years of experience leading and developing teams of staff and/or volunteers.
- Two or more years of experience in financial management and budgeting.
- Proven track record for building strong partnerships within the community, and developing positive and respectful relationships.
- Experience and interest in collaborative leadership and the ability to inspire and foster goodwill.
- Excellent interpersonal skills – ability to listen and accurately understand, make informed decisions, and earn the trust of a wide variety of people.
- Effective written and verbal communication skills.
- Entrepreneurial mindset a plus.
- Ability to work in a very active and open office environment and to work outside of normal business hours on a semi-regular basis.
- Computer proficiency with extensive experience using Word, Excel, Outlook and other software as required; experience with Salesforce a plus.
- Comfort with overseeing many concurrent projects, and flexibility and adaptability to shift priorities as needed, keeping the big picture and strategic goals in mind. Willingness to learn on the go.
- Ability and willingness to work outside of normal business hours on a regular basis. Ability to lift up to 25 lbs. on an occasional basis, ability to climb stairs and walk between buildings on Phinney Center campus, and access to transportation to travel locally.
- Ability to pass national criminal background check.

Compensation

This is a 1.0 FTE (40 hr/wk) exempt and flexible position with a starting pay range of \$70,000 - \$78,000, depending on experience. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year’s Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment.

About the Phinney Neighborhood Association

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at four different sites in Phinney, Greenwood, and Ballard. Current programs include two preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, a tool lending library, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market, weekly folk music concerts, and other community events. The PNA serves over 23,000 people each year, has 70 staff, 1,100 volunteers, and an annual budget of \$3.6 million. The PNA is an Equal Opportunity Employer working towards a culturally diverse work place. Applicants representing the diversity of our community are encouraged to apply.

To Apply

Please send a resume and cover letter describing how your experience, skills, and values are a fit with the Phinney Neighborhood Association. Email to apply@phinneycenter.org. Priority deadline is 11/30/22.