



## Northern California Program Director Job Description

Application Deadline	September 1, 2022 (Application review starts immediately and interviews will be conducted on a rolling basis until the position is filled)
Target Start State	September 2022
Salary	\$60,000 - \$70,000
Benefits	Medical, dental & vision coverage, and a 403(b) plan with employer match. California Black Women's Health Project (CABWHP) employees are eligible for generous paid vacation, sick time, 10 paid holidays per year and a flexible work environment. In addition, CABWHP offers an array of intangible benefits such as a highly collaborative environment, mental health days, family-friendly environment, schedule flexibility, professional development and leadership training opportunities.
Hours	Full-time/Exempt. Flexible work environment and occasional evening and weekend hours may be required to fulfill the duties of this position.
Location	Currently remote but the candidate must live in Sacramento County, Alameda County, or San Francisco County. Travel required across the Northern California region and in Southern California for all-staff retreats and team meetings.

### **Organization Profile:**

Founded in 1994, California Black Women's Health Project is the only statewide, non-profit organization solely committed to improving the health of California's 1.2 million Black women and girls through advocacy, education, outreach and policy. We focus on empowering Black women to take personal responsibility for our own health and to advocate for changes in policies that negatively affect Black women's health status.

We are unapologetic about advocating on the premise of intrinsic value in the history and heritage of Black women, employing culturally competent interventions that are relevant, appropriate and effective. When recruiting new team members to join CABWHP, our ideal candidates are passionate about Black women, our health and wellness, and our families and communities. To learn more about CABWHP's meaningful work: visit [our website](#), the [Black Birth Worker's Business Toolkit](#), and our [Mental Health Toolkit](#).



## OUR GUIDING VALUES

### **EQUITY:**

In opportunities, access, and resources – (ensuring that Black women and girls are never overlooked in their pursuit of quality health and wellness by the systems of health and wellness care)

### **EMPOWERMENT:**

Emphasizing individual responsibility and interpersonal support via a Sister Circle model, we empower Black women and girls to improve their health and wellness using a proactive approach

### **BLACK WOMEN CENTERED:**

We are unapologetic about advocating on the premise of intrinsic value in the history and heritage of Black women, employing culturally competent interventions that are relevant, appropriate and effective.

### **CHANGE:**

We operate as a lever for change in community conditions, health disparities, individual behaviors & policies that impact health and wellness.

### **COLLABORATION:**

100% of programming efforts are centered on partnership and a fundamental belief that collective engagement is essential to effective prevention and early intervention.



### **Position Summary:**

Working under the supervision of the CEO, the Northern California Program Director will lead the development, planning, execution and evaluation of CABWHP's core programs in the Northern California region, including the Sacramento Engagement Project, Sisters Mentally Mobilized, and Emerging Health Leaders. The Northern California Program Director exhibits leadership, knowledge, and understanding as it relates to the field of health and wellness from a Black women-centered lens. Knowledge and experience in mental health programming, advocacy, and policy is strongly desired but not required. Extensive professional knowledge, experience, and working relationships within Northern California in general, and Sacramento particularly, is essential.

The ideal Northern California Program Director is a systems thinker and community-centered social justice advocate skilled in program planning and partnership development. We are seeking an energetic candidate who is both visionary and pragmatic, a thinker and a doer, an independent self-starter and a highly collaborative team player. Qualified candidates must be highly motivated, capable of self-direction, amenable to shared leadership, and able to thrive in a growing and dynamic environment with multiple demands and shifting priorities.



## **Position Responsibilities:**

### **Program Development and Implementation**

- Lead and guide the regional implementation and project management of CABWHP's programs, events, and activities to ensure organizational outcomes, workplan deliverables, funding guidelines, budget specifications, and reporting requirements are achieved
- Ensure and support the successful execution of all program operations and event logistics
- Oversee the financial management of grants, special projects, and program budgets
- Recruit, manage, and support the professional development of part-time staff, special project consultants, and program volunteers
- Collaborate with the Director of Strategy and Evaluation to measure program impact and identify areas for improvement
- Partner with the Grants Manager to develop funder proposals, craft sponsorship requests, and secure non-financial resources to support the implementation of programs, events, and activities
- Collaborate with the Marketing Team to execute the messaging, marketing, digital communications, and social media engagement for the region

### **Partnerships and Collaborations**

- Develop and implement a comprehensive partnership strategy that promotes the growth and sustainability of the CABWHP's programs and initiatives in the region and aligns with CABWHP's organizational values and priorities
- Build and sustain mutually beneficial relationships and collaborations with community stakeholders, institutional and grassroots leaders, community-based organizations, businesses, faith-based organizations, universities, legislative and policy makers, and other key external stakeholders in the region

### **Community Relations**

- Serve as CABWHP's senior strategic visionary and brand ambassador for the region
- Actively engage in the community to stay informed of trends, opportunities, and potential partnerships to benefit CABWHP's work
- Increase the presence and visibility of CABWHP through participation in community events, conferences, panel presentations, and other related opportunities to tell the CABWHP story
- Under the guidance of the CEO and Director of Marketing and Communications, provide public testimony and respond to media, press, and public speaking requests



**Candidate Requirements:**

- Bachelor's degree required. Master's degree preferred
- 5+ years of nonprofit leadership experience providing culturally-specific and responsive services to Black and other marginalized communities of color
- Demonstrated ability to manage organizational, financial, and staffing resources
- Experience with governmental and foundation grant writing and fund development desired
- Working knowledge of the social, political, and organizational landscape in Sacramento County or Alameda County/Bay Area required
- Knowledge and experience in the public and mental health programming, advocacy, and policy highly desired
- Stellar and highly proficient organizational, written, and communications skills
- Strong critical thinking skills with a clear understanding and comfort with using data to inform decision-making
- High level of proficiency in the Microsoft Office Suite and facility with learning new technological platforms and databases

**Application Instructions:**

To apply for this position, please submit a cover letter, writing sample and resume to [wellwoman@cabwhp.org](mailto:wellwoman@cabwhp.org) with the subject line "**First Name, Last Name, Position Title**". Applications are due September 1, 2022. Application review starts immediately, and interviews will be conducted on a rolling basis until the position is filled. CABWHP is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.