Northern California Program Director Job Description

Application Deadline  September 7, 2021 (Application review starts immediately and interviews will be conducted on a rolling basis until the position is filled)

Target start date  September 2021

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. Some travel may be required across the Northern California region as well as in Southern California for all-staff retreats.

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 will establish new and manage existing partnerships with donors, foundations, volunteers, community-based organizations and other local agencies. Extensive knowledge of - and experience and relationships within - Northern California is essential, with particular knowledge and experience in Sacramento.

We are seeking a candidate who is both visionary and pragmatic, a thinker and a doer, an independent self-starter and a highly collaborative team player, and someone who is comfortable leading and following. We seek a Program Director in Northern California who is both a horizontal (community-centered) and vertical (system-informed) social justice advocate, and who is skilled in planning and execution.
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. Qualified candidates must be highly motivated, capable of self-direction, amenable to shared leadership and able to work collaboratively in a teamwork capacity. Candidates must be tech savvy and detail-oriented with a passion for data. Finally, candidates must exhibit a keen sense of responsibility and enjoy working in a growing and dynamic environment with multiple demands and shifting priorities.

**Position Responsibilities:**

**Staff Management and Development (20%)**
- Manage a team of part-time and temporary staff and volunteers.
- Work with the CEO to provide staff development opportunities and continued training for program staff and volunteers.
- Foster a healthy and high performing work culture.

**Regional Operations and Growth (15%)**
- Lead program operations for the Northern California region, including financial management of grants and special projects.
- Manage regional program budget.
- Support fundraising activities and help secure non-financial resources to support programs.
- Work with the CEO to promote the CABWHP brand.

**Partnerships and Collaborations (25%)**
- Develop and implement an external partner growth strategy.
- Manage all external partnerships by designing programs that align with partners needs, train and coach relevant stakeholders and ensure that all stakeholders adhere to the contractual agreements of the partnership.
- Foster a culture of belonging, trust, effective communication, perseverance, collaboration, and overall excellence with our external partners.

**Program Implementation, Evaluation & Development (40%)**
- Lead and oversee the high quality execution and regional implementation of CABWHP’s programs and events to ensure organizational outcomes are met.
- Ensure all activities are carried out in accordance with the workplan and grant guidelines, specifications, schedules and budgets.
- Plan and implement recruiting and retention strategies to maintain volunteer engagement.
- Support grant writing and reporting.
- Design, modify and enhance strategic plans to keep program model relevant.
- Provide guidance and support to program managers and coordinators as they implement and innovate for continuous improvement.
- Foster a regional culture of inquiry by regularly gathering and analyzing data to guide regional strategy and decisions.
- Supervise regional data collection processes; utilize data to identify promising practices, celebrate successes, surface areas of improvement and recommend strategies to promote organizational growth across the region and statewide.
- Contribute to the refinement of program elements and evaluation methods to improve organizational outcomes.

**Candidate Requirements:**
- Master’s degree preferred. BA or BS degree and 5 years experience required in the field.
- High cultural competence with at least 7 years experience working in underserved and communities at elevated risk.
- Excellent organizational and communication skills, analytical ability, and creativity.
- Must be knowledgeable about the social and organizational landscape in Sacramento and Alameda County including the Bay Area, with particular knowledge and experience in Sacramento.
- Demonstrated ability to manage financial, organizational and staff resources.
- Experience in grant writing of foundation and government grants preferred.
- Proven successful track record of recruiting, training and managing culturally diverse, high performing professional staff.
- Strong critical thinking skills with a clear understanding of and comfort with using data to inform programming and performance.
- Self-starter who is capable of working independently with minimal supervision.

**Application Instructions:**
To apply for this position, please submit a cover letter, writing sample and resume to wellwoman@cabwhp.org with the subject line “First Name, Last Name, Position Title”. Applications are due September 7, 2021. 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.