

# Program Director

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Ingersoll Gender Center is one of our nation's oldest organizations by and for transgender and gender diverse communities. We are excited to start our 43rd year of working in our communities in 2020 by hiring our very first Program Director. This is a senior level position that will be an organizational leader and participate in our senior leadership team. We are looking for someone who is able to commit to two - three years in the position.

We strive to be intentional in our hiring processes; each time we're able to expand our staff we see it as an opportunity to interrupt the cycles of economic injustice that bar our communities from accessing employment, building skills and investing in the leadership development of our own communities. With that in mind we prioritize applicants that have first hand experience in navigating the oppressive systems that trans people face.

## **What you can expect from our work space and team:**

- Our current space is located in the heart of Capitol Hill at 911 E Pike St. There are stairs as well as an elevator located directly passed the stairs on the bottom floor to access our space. You will have your own desk and computer but will work in an open office setting.
- We are an unapologetically trans led organization. There is no one way to be trans and we work with and support trans folks of all different genders, sexual orientations, races, ages, abilities, etc. We are looking for folks who will add to our rich understanding of trans identities and challenge privileged perspectives on gender and trans identity.
- While we have ambitious goals and a serious focus on implementing our mission to achieve our vision we encourage proactive self care - sometimes that looks like office dance parties or lunch time neighborhood food adventures. We expect folks to actively work to get their needs met and communicate when they need support.

## **Required Experiences and Skills for all positions at Ingersoll:**

- A demonstrated commitment to [our mission, vision and values](#).
- Experience in and/or working with transgender and gender nonconforming communities.
- Ability to speak, read, and write in English; strong candidates may have additional languages skills.
- Experience in and/or working with queer and trans communities of color.
- First hand experience in navigating resources and systems to overcome transphobic barriers and/or advocating for community members to overcome systemic barriers and challenges.

- An ability to communicate with with people or groups with varying perspectives or positions.

### **Required Experiences and Skills for this position:**

- Experience directly managing multiple staff at the same time to achieve goals over time and successfully complete larger scale projects.
- Experience in participating in coalitions focused on advocacy and organizing efforts on behalf of an organization or stakeholder group.
- Broad knowledge of the state of policies impacting the lives of transgender and gender diverse communities in Washington State.
- Experience in advocating and communicating with decision makers (elected officials, government decision makers, funders, etc).
- Two - three years of deep relationships within and knowledge of queer and trans communities. Additional preference will be placed on candidates who have those relationships in Seattle and across Washington State.
- Experience building direct relationships with staff at different levels of governments and decision making bodies to collaborate on large scale projects.
- Ability to write technical reports, advocacy papers and/or grant reports for varying audiences.
- Experience in successfully managing projects and contracts directly with local government staff.
- Experience in participating in organizing efforts in trans communities in a leadership capacity.
- Experience managing program budgets and following financial best practices at an organization or institution.
- Experience in completing and collaborating with others to complete regular program reporting tasks.
- Experience in creating process and policy guides for program operations.
- Ability to communicate with collaborators with varying perspectives and interests.
- Ability to use using Google Suite, iWork and Microsoft Office products and basic data entry tools.

### **Responsibilities:**

- **Lead on key advocacy and organizing projects - 40%**
  - Collaborate with the Executive Director on key advocacy and organizing efforts on issues of housing, healthcare, employment, safety, legal recognition and other trans justice issues.
  - In particular our Program Director will lead:
    - Our Displaced Tenants Fund scope of work to find new housing solutions for our communities.
    - Co-Chair the Transgender Economic Empowerment Coalition

- Lead our work with local governments to improve access to and quality of shelter and transitional housing programs for our communities.
- Act as a key organizational point of contact for partnerships with decision makers, community partners and leaders.
- **Manage and support Ingersoll's program staff to successfully deliver critical services and meet program goals - 40%**
  - Our Program Director will directly supervise three program managers to ensure they have the tools, resources and support to achieve program goals; program managers will manage and supervise an additional 4-6 staff members. In 2020 our Program team will likely consist of 8-10 staff members that our Program Director will lead.
  - Manage and ensure best financial practices are followed in stewarding our program budgets that totals over \$250,000.00.
  - Collaborate with other staff to establish program policies and practices.
    - In particular our Program Director will collaborate with our Operations Director on all efforts to update any data collection processes to be inline with best practices and grant requirements.
  - Collaborate with Operations team to ensure that program reporting and grant reporting tasks are completed in a timely manner.
- **Participate in Director's team projects and larger organizational efforts - 20%**
  - Attend monthly meetings of the Board of Directors to report on program activities and collaborate on larger organizational planning efforts.
  - Support Executive Director and Operations Director in efforts to build greater internal structures to support further staff development.
  - Collaborate with Development staff in grant writing and other fundraising solicitations as needed
  - In the absence of other Directors (i.e, travel, out of the office, etc) act as interim manager for all staff purposes: support, troubleshooting, and any necessary time-sensitive decision making.

### **Compensation and Benefits:**

- Starting salary for this position will be between \$60,000.00 - \$65,000.00 annually based on experience.
- We provide excellent, 100% employer paid, healthcare. At this time we don't cover any additional dependent healthcare premiums but employees may add dependents at 100% of the premium cost to the employee.
- A serious investment in your professional development which may include identifying mentors, attending national conferences and an organizational commitment to supporting you in identifying professional development goals and achieving them.
- Additional language skills will be considered when negotiating compensation.
- Generous vacation time package in addition to paid sick and safe leave.

- Employer paid annual ORCA Transit passes are available upon request.

### **How to Apply:**

- Please the application materials noted down below via email at [hiring@ingersollgendercenter.org](mailto: hiring@ingersollgendercenter.org). Use "Program Director Application - Your name" in the subject line:
  - A cover letter (no longer than two typed pages, size 12 font) that shares with us your passion and/or connection to our mission and values, your experience working on transgender policies issues and why you want to lead and support our growing program team.
  - A resume (no longer than two typed pages, size 12 font)
  - Two professional references (including phone numbers and email address they can be reached at) that includes someone who has managed you and someone that you have directly managed.
  - Please provide one of the following: a policy writing sample, a link to websites or articles, etc. that share policy work you have played a major role in shaping.
- The interview process will consist of at least two interviews with 3-5 Ingersoll representatives at each interview.
- Applications will be accepted until the position is filled but application review will begin on December 6th, 2019. We are hopeful that our ultimate candidate will be able to start by the end of January 2020 at the latest

*Ingersoll Gender Center is an equal opportunity employer. Ingersoll does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered. Transgender, gender nonconforming, gender diverse, intersex and two-spirit people are **highly encouraged to apply.***