



- Position:** Vice President of Programs and Community Engagement
- Position Type:** Full time, exempt
- Pay Range:** \$80,000 to \$85,000 annually, based on qualifications and experience.
- Other Compensation:** Eligible for annual bonus
- Benefits include:** PTO, Health Insurance, Dental Insurance, Life Insurance, Short term disability, Long term disability, and 403 (k).
- Reports to:** CEO

**General Description:**

The Vice President of Programs and Community Engagement is a key member of The Center’s leadership team. This person leads and develops programs and services to fulfill The Center on Colfax’s mission to engage, enrich, empower and advance the LGBTQ community of Colorado. This position reports to the CEO. The ideal candidate will provide leadership and program supervision using best practices, fulfilling the goals of The Center’s strategic plan.

- Supervise all Center program operations and program staff
- Provide services in a manner that is sensitive to the backgrounds and cultures of program participants
- Works closely with the leadership team to execute strategic vision and daily operations
- Create and manage The Center’s DEI working group to involve all Center departments
- Evaluate effectiveness of current programs to look for ways to significantly expand community participation and increase engagement with diverse communities

**Duties and Responsibilities:**

Program Management

- Lead and cultivate a team of 4-5 Center Managers including Youth Services, Elder Services, Transgender Services and LGBTQ History Project
- Monitor the performance of program staff and provide coaching as necessary
- Assure that program staff receive all the training necessary to meet their job expectations
- Conduct performance reviews for program staff
- Create a culture for impact by shaping an environment where the team thrives and their unique perspectives and identities are valued
- Nurture people and build great teams by prioritizing collective success, team development, setting expectations and assessing performance

- Establish and execute work plans; drive and monitor progress against milestones and key decisions
- Set and develop specific metrics and improvement targets
- Identify and implement strategies for program growth and improvement and continually monitor program effectiveness
- Prepare reports for Center Board meetings about status of programs and participation statistics
- Develop new programming as identified to serve and engage LGBTQ community, including: Young Adult/Job Readiness Programming, Coming Out Programming, Wellness/Support Programming, Library Programming and General Interest Programming.

#### Grants/Funding

- Ensure effectiveness of program evaluation practices and data management; analyze program data on a regular basis; compile data and information for reporting for grants, fund development and internal purposes
- Oversee and manage all grant reporting requirements related to the programs and manage stakeholder communications
- In coordination with VP of Development and Communications, work to develop funding priorities; maintain and cultivate relationships with new and existing funders.

#### Community Relations

- Work closely with community agencies to coordinate and facilitate services for clients
- Build community relationships for collaboration, program promotion, referral sources and resources.

#### **Qualifications:**

- At least 7 years of progressive program management experience
- Strong passion for community impact; dedicated to LGBTQ issues, accessibility, diversity, equity and inclusion
- Proven leadership skills and collaborative work style
- Strong organizational abilities, judgement, delegation and time management skills
- Integrity and dedication to the organization mission, constituents and stakeholders
- Excellent communication skills (both written and oral) with demonstrated ability to adapt tone and style for broad and diverse audiences
- Bachelor's Degree in an area applicable to program management.

#### **Working Conditions:**

- Occasional evening and weekend work required. Work in a loud, fast paced and continually evolving professional environment
- May work in outside areas
- Occasional lifting up to 35 lbs. with reasonable accommodations
- Frequent giving, receiving and analyzing of information. Frequent talking, writing, walking, standing, bending and stooping
- Frequent use of computers, standard office equipment and Microsoft Office software on PCs
- May involve some travel in and around the Denver Metro Area

- Expected to work extended hours as needed
- Must be available to work Denver PrideFest on the fourth weekend of every June
- As part of the senior leadership team, shares responsibility for the safety and security of the physical plant.

**Disclaimer:**

This is not necessarily an exhaustive list of all responsibilities, duties, requirements or working conditions. While this is intended to be an accurate reflection of the current position, leadership reserves the right to revise the job or to require additional or different tasks be performed as assigned.

**How to Apply:** Please send a cover letter, summarizing your skill sets and desire to work at the Center along with your resume to [rfuller@lgbtqcolorado.org](mailto:rfuller@lgbtqcolorado.org).

**Closing Date:** August 9, 2021

For information on The Center on Colfax, visit our website at [www.lgbtqcolorado.org](http://www.lgbtqcolorado.org).

**The Center on Colfax is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. The Center that believes in developing and supporting a diverse workforce.**