



NRC Programs Director

We are looking for a Programs Director to join our team at the Neighborhood Resource Center.

Location: Richmond, Virginia

Job Type: Full time

Application Deadline: Applications are accepted until the position is filled.

About the job

We are seeking an experienced and passionate Programs Director to join our team. The ideal candidate will be responsible for program management and sustainability, staff management, program partnerships, and tracking community impact. As a Programs Director at The Neighborhood Resource Center, you will play a key role in ensuring that our members are able to reach their dreams through our program areas. This is an in-person position with some local area travel in an area with inadequate public transit, so regular use of a motor vehicle for transportation is required. This is a 40 hour a week position that regularly requires evening and occasional weekend work.

About the organization

The Neighborhood Resource Center is a 501(c)3 non-profit educational, cultural and nutrition center in Richmond, Virginia's east end. We pride ourselves on our mission to build relationships, share resources, and develop skills to enhance lives in Greater Fulton and East Henrico County. Our success is driven by our ability to listen to community needs and our talented and dedicated team of professionals who work together to achieve our goals.

Role and responsibilities

The role's primary focus will be to provide overall management and development of NRC staff towards program sustainability and ensuring that we are meeting neighborhood/member needs. The Programs Director will serve as the direct manager of programmatic staff. They will provide direct supervision of program staff, interns, and volunteers to include recruitment, interviewing, training, and evaluation. Program staff currently includes three full time positions and two part-time positions, but as our membership grows more staff will be added. They will assist the Executive Director with the creation of the annual budget for all programs, with input of program staff. They will monitor and manage the budgets of NRC programs, ensuring that we stay within budget.

The Programs Director will oversee and ensure the effective utilization of the NRC Works' primary outcomes tracking system (Salesforce) and will lead the implementation of an organizational wide-data collection system. They will complete reports as required by funding sources and assist with grant applications. They will oversee our biannual survey and will create and oversee the Member Advisory Council, which will provide input on the impact of our work. After receiving training, the Programs Director will serve as our site coordinator for the VITA Tax Prep program, certified at the advanced tax preparer level.

On a typical week

A typical week for the Programs Director involves meeting with the program staff to talk through outcomes data, a one-to-one check-in with each direct report, and a weekly one-to-one check-in meeting with the executive director. They would provide referrals to the community and assist with front desk operations as needed, like the rest of our team. As a small team, we collaborate across program areas and the Programs Director would participate in bi-weekly leadership team meetings. Lunch breaks are encouraged. The Programs Director would use Salesforce and other data collection systems on a regular basis to generate reports. They would also use Google Workspace, including Google Chat and Google Meet on a daily basis.

About you

You have a Bachelor's Degree and at least five years of experience with program management, human services, or other related experience. You have a coach and learning mentality, using coaching, training, and feedback to develop others and support problem-solving. As a manager, you exercise authority without dominance, approaching leadership with a mindset of "power with" rather than "power over" and regularly include others in planning and decision-making. You model and inspire accountability and inspire and motivate others to take action and meet goals. You have strong project management skills and stay on top of multiple projects and deadlines.

You are a relationship-builder and are able to connect with the community and build alliances among a wide range of players in the area. You work well with diverse or marginalized populations; can bring in allies across diverse communities. You have a commitment to social justice and racial equity.

We offer

\$70,000 annual salary

100% employer premium paid health insurance, including dental, medical, and vision. Two weeks of PTO available each year, nine paid holidays, and additional paid staff wellness days offered throughout the year. Employer-paid professional development opportunities are available annually.

How to apply

If you are a dynamic and proactive Programs Director looking to contribute to our organization's success, we'd love to hear from you. **Please submit your resume and a cover letter** detailing your qualifications and how you can contribute to our team's success. Visit our posting on Indeed to apply.

About the application process

We are eager to fill this position with the right candidate quickly. Resume and cover letters are reviewed as they are received and first round interviews are scheduled. First round interviews are held via Google Meet with video cameras active. Second round interviews will be in-person at the Neighborhood Resource Center.

Any questions? Ask Breanne Armbrust, Executive Director, jobs@nrccafe.org, 804-864-5797.

The Neighborhood Resource Center is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect the communities we serve to apply, including individuals with disabilities and/or people of color.

Neighborhood Resource Center | 1519 Williamsburg Rd. Richmond VA 23231

nrccafe.org | 804-864-5797