



Title: Director of Programming

Employment type: Full-time, Exempt

Salary Range: \$70,000-\$85,000, commensurate with experience

Location: Phoenix, AZ

Program Area: Programming

Reports To: Executive Director

Director of Programming

About the Role

In 2023, the time for organizing our communities is more important than it has ever been. Our family of organizations Arizona Coalition for Change (501(c)3), Our Voice Our Vote Arizona (501(c)4), and Our Voice Our Vote Arizona PAC is seeking an experienced Program Director who will lead our programmatic work in Phoenix, including our Youth Engagement Initiative and our Civic Engagement work. They must also be passionate about developing relationships and building grassroots power for Black and other POC communities in the state. This is the dream job for someone who wants to be on the front lines of the opposition to the current attacks on communities of color, in an organization deeply committed to building power at scale through organized people, money, and ideas.

The Program Director will serve on the senior leadership team while directly supervising a team of two. This role is perfect for someone who is self-motivated, dedicated to investing in the leadership of their team, creative, results-oriented, and eager to operationalize transformative organizing. This person will bring a deep understanding of grassroots leadership development, power building, and an ability to lead strategic issue campaigns that ensure the voices of those most impacted by systemic inequities are at the center of solutions.

About The Organization

Arizona Coalition for Change is a Black-led organization with a dynamic multicultural team that empowers everyday people to transform their community through building civic power, leadership development, and community collaboration. We advocate for lasting progressive public policies that change the dynamics of communities by putting people first. We work to develop and uplift voices in communities to take on the nation's most pressing issues.

Organizational Beliefs

Arizona Coalition for Change and Our Voice Our Vote Arizona is an Equal Opportunity Employer. We strongly

encourage women, people of color, and LGBTQ candidates to apply. We deeply value the expertise of lived experience and strongly value and seek to invest in applicants that have shared lived experience with the constituents we currently and hope to work with, including folks of color, those who are immigrants, or children of immigrants to the US, those whose first language is not English, trans and queer individuals, and others from communities who have been impacted by systemic inequities. Our team members must be passionate about developing relationships and building grassroots power for Black and other people of color communities in the state. We have undertaken a new strategic direction, doubling down on transformative organizing by establishing a culture where leaders are liberated through collective movement building, leadership development, and risk-taking.

Role Responsibilities:

- **Stakeholder Engagement and Communications**
 - Cultivate relationships with community leaders and elected officials
 - Represent the organization at external coalition meetings and events
 - Attend weekly external voter registration check-ins
 - Regularly communicate with external stakeholders and partners about our advocacy priorities and opportunities for engagement
- **Organization Strategy and Advocacy Work**
 - Support building out curriculum for Youth programs
 - Assist the development of our Voter Registration program
 - Compose monthly written reports sharing program summaries and progress to goals
 - Research issues related to the team's strategic priorities
 - Analyze and report data aligned with our programs
 - Collaborate closely with the Tucson program director
- **Team Management and Leadership**
 - Serve as a member of the organization's leadership team and support the Executive Director with designing strategy and quarterly planning
 - Manage the Civic Engagement Manager and Program Youth Justice Manager and support them in developing their leadership. Ensure that the team has clarity at all levels by modeling, building, and supporting effective communication, coordination, and performance-oriented culture.
 - Host weekly all program team meetings
 - Support the planning and execution of our team culture plan
 - Manage the program budget and report on spending progress and priorities

Ideal Skills and Background:

- A strong commitment to the civic engagement of historically underrepresented communities.
- At least 3-5 years experience in campaign/community organizing, including but not limited to the following roles: field director, field manager, regional organizing director, canvass director, and campaign manager.
- Problem solver who is detail-oriented and able to develop efficient systems to deliver intended results.
- Ability to work diplomatically in a coalition setting, delivering results from a diverse set of stakeholders that the position does not directly oversee.

- Background developing or leading youth and/or cohort focused programming
- Ability to work independently and manage multiple projects at once.
- Ability to work well under pressure, resolve conflicts, and meet deadlines.
- Excellent organizational, time management, and communications skills.
- Ability to work some weekends and evenings with prior notice during the 4 weeks leading up to the voter registration deadline.
- Access to a vehicle and willingness to to regional offices in Pima and Pinal County

Benefit:

- Top-of-the-line medical, dental, vision and life insurance options.
- 401(K) plan with employer matching options
- Paid time off for holidays
- Extended paid time off for Thanksgiving, Christmas and New Years
- 10 paid time off (PTO) days
- Paid family and sick leave
- Professional development opportunities
- 10 hours of paid community service to support our community
- Strong team culture!

To Apply send your **cover letter** and **resume** and **two references** to careers@azc4c.org. Include "**Program Director**" in the subject line. In the cover letter please thoroughly explain why you are a strong fit for this position.