Lakeshore
Nonprofit
Alliance

Director of Programming

Position Description

Reports to: Executive Director

Status: Full-time, Exempt

Salary: $55,000 - $70,000

Benefits: Eligible for full-time benefits

Position Summary: Reporting to the Executive Director, the Director of Programming will primarily be responsible for setting the strategy, design, and implementation of member driven programming. This position is also responsible for facilitating and working with community coalitions to solve some of our most challenging community problems.

Essential Duties & Responsibilities:

Develop & Facilitate Member Programs 75%

- Develop and execute a strategic vision for delivering high-quality adult learning programs to nonprofit members.
- Evaluate member needs and implement effective, tailored timely solutions.
- Lead all aspects of programming initiatives, from strategy to implementation including building & delivering content and/or securing subject matter experts.
- Design and implement diverse adult learning methods, including virtual, pre-recorded, in-person sessions, and facilitation. Focus on creating a member experience and member driven programming.
- Create and curate resources, including one-pagers and other member-facing content.

- Cultivate and maintain professional networks to support programming objectives including presenters, partners, keynote speakers, vendors, and donors.
- Oversee the LNA BiPOC Affinity Group to align its purpose with the organization's strategic vision and goals.

Community Partnerships 15%

- In collaboration with the Executive Director, lead Community SPOKE coalition meetings, fostering partnerships and engagement on health and human services initiatives to advance community solutions. Manage meeting preparation, scheduling, communications, and timely follow-up, including minutes.
- Maintain existing and build new sponsorship relationships.
- Represent the organization at collaborative forums, public events, and other community engagement opportunities.

Team Collaboration and Operational Support 10%

In concert with other team members it is expected that the Director of Programming will:

- Enhance LNA's position as a knowledge leader by identifying trends and sharing insights within the nonprofit sector.
- Support member events by attending fundraising initiatives and other community gatherings to strengthen engagement.
- Serve as a visible spokesperson for LNA, showcasing the value, importance, and successes of the local nonprofit sector. Professionally represent LNA and its members while fostering community awareness of the sector's greatest challenges.
- Address member inquiries and requests with professionalism and efficiency.
- Contribute to the planning and execution of LNA events such as Nonprofit Next, and Executive Director Breakfast.
- Be able to back fill and support other team members for time-off and vacations.
- Perform other duties as assigned to support organizational goals and priorities.

Ideal candidates will possess the following characteristics, skill sets, and experience:

- Agile team player comfortable with working in ambiguous environments.
- Skilled at facilitating and leading meetings, discussion groups and learning events.
- Demonstrated experience in project management, with an ability to manage multiple projects at once.
- Member focused mindset, and customer service orientation.
- Self-motivated, independent, and able to work with a flexible schedule.
- Strong interpersonal, written, public speaking, and communication skills
- Sensitive to and understanding of diverse perspectives of stakeholders and ability to remain neutral when opposing ideas and conflicts arise
- Knowledge of nonprofit and/or public organizations
- Familiar with Zoom, Google & Microsoft Suite applications
- 5+ years of relevant experience in programming, partnerships, or similar role

Job Posting

Join Our Team as the Director of Programming

Are you passionate about empowering nonprofits and tackling community challenges? Do you thrive in dynamic environments where strategy meets impact? LNA is seeking a dedicated, creative, hands-on **Director of Programming** to execute member-driven programming.

What You'll Do:

- **Design and Deliver Impactful Programs**: Create and implement high-quality, member-focused programming that equips nonprofits to thrive.
- **Facilitate Community Collaboration**: Lead coalitions and partnerships to tackle pressing issues in health, human services, and beyond.
- **Champion the Sector**: Serve as a visible advocate, representing LNA and elevating the value and successes of area nonprofits.

What We're Looking For:

- A confident facilitator and creative problem solver who thrives in fast paced collaborative settings.
- A skilled project manager who can juggle multiple initiatives with ease.
- A relationship builder with exceptional communication skills.
- Someone passionate about nonprofits and equipped with an understanding of the sector.
- 5+ years of relevant experience in programming, partnerships, or similar roles.

Why Join Us?
At LNA, you'll make a meaningful impact every day, helping nonprofits succeed while solving real community challenges. We offer a competitive salary ($55,000–$70,000), full-time benefits, and the chance to work with an amazing team committed to making a difference.

Ready to Apply?
Send your cover letter and resume to tracy@lakeshorenonprofits.org, and include **Director of Programming** in the subject line.

Be a catalyst for change—join LNA today!