

Director of Programs

West Harlem Environmental Action a/k/a/ WE ACT For Environmental Justice (WE ACT)

is a non-profit community-based advocacy organization in Harlem with a federal policy office in Washington DC, that works to engage residents of color and low wealth in environmental decision making that builds healthy, safe communities. WE ACT is locally and nationally known for its work on children's environmental health, government accountability, and climate, energy, and environmental justice.

This is an excellent opportunity for an innovative and strategic Director of Programs who will be responsible for the operational success of WE ACT's projects and campaigns by ensuring seamless team management and development, grant deliverables, program delivery, and quality control and evaluation. In this newly established role, the Director of Programs will manage a growing staff of 15. The Director of Programs reports to the Executive Director, and is the organizational point person on all campaigns and programmatic work. The director will ensure the high performance of campaign and project leaders in executing strategies and plans, in collaboration with the robust groups of allies and other senior staff to achieve all organizational goals and objectives. The Director of Programs oversees WE ACT's activities related to climate, energy, and environmental policy at the local, city, state, and federal levels, supervises program staff in the NYC office, and provides leadership to the Washington DC federal policy office. The position reports to the Executive Director.

Responsibilities

Team Management and Development:

- Develop and implement a system to evaluate the skill, experience, and professional development needs of all staff.
- Implement a professional development program to address employee experience and skill gaps.
- Work with staff to develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting for all employees.
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards.
- Recruit, hire, and oversee training and orientation of all staff members.
- Establish consistent, objective program performance standards of accountability

Specific requirements include:

- Minimum of a BA, MA , preferred
- At least 5 years of experience with three of those in a team management role
- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance
- Deep understanding of human resources, employee performance improvement plans, and corrective action policies
- Demonstrated results in managing through complex systems and proven experience negotiating win-win agreements
- Excellent verbal and written communication skills with exceptional attention to details

Salary: \$70,000 -80,000., plus benefits; medical, dental and vision, voluntary benefits. And pre-tax transit program available. Generous paid vacation.

How to Apply

Please email your cover letter, resume, references and two writing samples (writing samples should feature different genres of writing and/or different content and should be relevant to this position's duties) as a PDF to our **Director of Administration and Human Resources, Evelyn Joseph, at evelyn@weact.org**. Please note in the cover letter how you heard about this position. Phone calls will not be accepted.

WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, and LGBTQ communities.