

## PFund Foundation Program Director

PFund Foundation (PFund) is a regional grassroots community foundation committed to advancing LGBTQIA equity through individual scholarships, organizational grantmaking, Diversity, Equity and Inclusion (DEI) training and technical assistance, and leadership development. Our programming is core to our impact as the only LGBTQIA grant-maker in the upper Midwest.

**Mission Statement:** PFund Foundation is a vital resource and community builder for lesbian, gay, bisexual, transgender, queer and allied communities by providing grants and scholarships, developing leaders and inspiring giving. Learn more at [pfundfoundation.org](http://pfundfoundation.org).

**PFund's Elevated Priorities** include an investment and commitment to:

- LGBTQ Indigenous, Black, and People of Color; Undocumented, First Generation, Immigrants, and New Americans
- Transgender and Gender Non-Conforming Communities
- LGBTQ North Dakotans and South Dakotans

### **Program Director Description:**

We are seeking an individual to design, implement, evaluate and continuously improve the program offerings of the foundation. This includes our scholarships and grants as well as our Better Outcomes Initiative and Emerging Leaders Series.

In this role, you will be responsible for ensuring that our programs run efficiently and align with our mission, vision and elevated priorities.

### **Scholarships and Grants – 25%**

We currently award approximately 30 scholarships annually. As Program Director, you will work in partnership with our Executive Director to:

- Recruit diverse applicants for scholarship and grants
- Recruit and manage Community Review Committees
- Evaluate program impacts, report on outcomes, and identify ways to continuously improve offerings

### **Better Outcomes Initiative (BOI) – 40%**

We began BOI in 2016 with the vision of making Minnesota a more equitable place for LGBTQIA communities through the lens of philanthropy. Since then, BOI is advancing into its second phase as a DEI training and technical assistance program for individuals, businesses and non-profits looking to better serve and work with LGBTQIA communities. As Program Director, you will:

- Recruit program participants including individuals, non-profits, and businesses

- Conduct education sessions on topics related to LGBTQ/racial diversity, equity, inclusion, etc.
- Evaluate program outcomes and make recommendations for improvement
- Provide operational support to program participants

### **Emerging Leaders Initiative (ELI) – 35%**

Our newest program is a holistic leadership development program for future leaders as they prepare to enter the workforce. The ELI is a year-long program that incorporates hard and soft skills development, mentorship with mid-career professionals, and networking opportunities. In support of this program, you will:

- Recruit diverse program participants, mentors, and partners
- Develop monthly education sessions that are timely and relevant
- Provide training and support for mentors and mentees of the program
- Support the design and implementation of an annual career fair for program participants
- Evaluate program outcomes and make recommendations for improvement

### **Key Accountabilities:**

- **Program Design** – We are committed to making our programs responsive to community need, and we are seeking a candidate who can support the growth of our programs.
- **Participant Recruitment** – Each of our programs require the recruitment and retention of program participants. This position will spend time building and sustaining relationships within a variety of communities.
- **Program Execution** – All of our programs run concurrently. We are seeking a Program Director who can manage multiple calendars, execute programs and events, and facilitate community review committees.
- **Program Evaluation** – As part of our strategic plan, we want to ensure our programs are as impactful as possible. We are looking for a candidate that can collect, analyze, and report on our program outcomes and identify areas of improvement, when applicable.

### **Qualifications:**

#### **Required:**

- Recent, relevant experience in all areas listed under Key Accountabilities – program design, participant recruitment, program execution and program evaluation
- Demonstrated passion for LGBTQIA and Racial Equity initiatives
- Excellent communication and collaboration skills

#### **Preferred:**

- Current or previous program management experience in a non-profit organization

**Benefits and Additional Information:**

Salary Range: \$60,000-\$70,000 annually

PTO: 28 days per year

Other Benefits: Medical, Dental, and Short-Term Disability Insurance; Retirement Account

Exemption status: Exempt

Reports to: Executive Director, PFund Foundation

**How to Apply:**

Interested candidates can apply by March 19, 2021 by submitting a resume and cover letter outlining how their experience aligns with the Key Accountabilities of the role to the following email address: [aaron@pfundfoundation.org](mailto:aaron@pfundfoundation.org).

**EEO Statement:**

PFund is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protect veteran, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.