Director of Programming
Job Description

Organization
District Bridges is a 501(c)(3) nonprofit organization with a mission to enrich neighborhood vitality by bridging community engagement and economic development opportunities so individuals, businesses, and organizations can thrive together.

Primary Roles: Program Management, Grant Management, Team Integration

Exempt, full-time

Description
The Director of Programming (DP) is a full-time position, responsible for the successful implementation of the six designated Main Street corridors managed by District Bridges. This position is responsible for the small business support activities required by the designated Main Street grant awarded by the Department of Small and Local Business Development (DSLBD). The DP serves on the Strategic Initiatives Team reporting directly to the Executive Director (ED) and manages Main Street Managers/Directors.

Responsibilities

Relationships
- Identify and develop a strategy to manage key stakeholder relationships across the small business services team including local government, organizational partners, technical assistance providers, etc.
- Develop and manage partner relationships through MOUs and contracts; and
- Support the Main Street Managers/Directors in identifying and fostering relationships with potential volunteers and Neighborhood Strategy Council members.

Management
- Manage the small business support team made up of the Main Street Managers/Directors, Business Outreach Coordinators, and interns;
- Oversee the successful implementation of the individual program and team workplans to achieve annual goals;
- Oversee the integration of the Ward-based Events and Engagement Managers with the Main Street team;
- Ensure events are used as an opportunity to bring together all relevant community stakeholders and gather data on participants;
- Cross-promote the work of the partners involved in ward-based work;
- Set annual and quarterly technical assistance goals for the small business support team; and
- Track performance against goals and share learnings on how and where to improve.
Communications

● Develop and oversee internal and external communications for messaging about the small business support programs;
● Consistently share learnings through blogs, coordinating with the social media contractor, etc.;
● Promote and engage potential partners and key stakeholders to further support the development of a sustainable small business support ecosystem;
● Prepare and deliver testimony on an as needed basis to support the policy and budget priorities of the programs; and
● Work with the ED and Director of Development (DoD) on the development of grant writing, contract bids, and direct donor engagement as it relates to small business support.

Data Collection and Reporting

● Ensure meaningful, measurable goals are set for each program priority;
● Ensure that data is gathered and properly collected, stored, analyzed in the Salesforce platform; and
● Report on the impacts, achievements, and expenses of the programs to the Deputy Director on a monthly basis and the Executive Director on a quarterly basis and grantors as required.

Grant Management and Fundraising

● Seek opportunities to solicit private and public-sector support, in the form of grants, gifts, donations, and contracts;
● Build relationships with donors and donor groups who work in areas related to District Bridges’s mission and work;
● Work with the team to execute the fundraising strategy across all neighborhood programming;
● With the Deputy Director and Bookkeeper, manage the annual Main Street grants from the Department for Small and Local Business Development, ensuring accurate and on-time reporting; and
● Maintain accurate records in Salesforce.

Organization

● Participate in the Strategic Initiatives Team throughout the year
● Participate in annual goal setting and work planning using EOS (Entrepreneurial Operating System), ensuring that all program activities map to the overarching organizational goals and adhere to the District Bridges Strategy Screen
● Participate in a vertical and horizontal Annual Review Process
● Support other ward-based team members with projects, events, etc.

Skills, Knowledge, and Experience

● High School Diploma or GED required
- Bachelor's degree preferred
- 5-7 years experience in Main Streets, small business support, community development, and/or relationship development preferred
- 2-3 years managerial experience preferred
- Technical proficiency, with experience in project management and CRM systems, is required
- Strong customer service skills with the ability to communicate easily, respectfully, and professionally with stakeholders of all ages, ethnicities, and socio-economic backgrounds is required
- A collaborative, cooperative, and persistent mindset is required
- Experience working with individuals who have a history of homelessness, substance use disorder and/or mental health challenges a plus

**Physical Requirements**
This role needs to regularly traverse the corridor to meet with community stakeholders and maintain a presence, as well as lift up to 40 lbs. and consistently operate a computer and other office productivity machinery.

**Compensation**
Salary is commensurate with experience. In addition, District Bridges offers a competitive benefits package including:

- 100% employer paid healthcare at the Silver level through DC Health Link;
- Commuter pre-tax benefit;
- Eligibility to participate in 401K; and
- Unlimited PTO.