

**Title:** Director of Programs  
**Hours:** 40 hours per week, some evening and weekends  
**Salary** \$75,000 annually  
**Reports to:** Executive Director  
**Date:** Open until filled

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[www.gaycity.org](http://www.gaycity.org)

**Benefits**

- Full healthcare, dental, and optical coverage offered.
- Generous vacation, paid holidays, sick leave, and safe leave after successful completion of the 90-day introductory period.
- Gay City recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.
- Free ORCA Pass.

**To Apply**

- Please submit cover letter and resume via e-mail to [jobs@gaycity.org](mailto:jobs@gaycity.org)
- Please use “**Director of Programs - *Your name***” in the subject line

**Gay City’s Mission:** Gay City: Seattle’s LGBTQ Center cultivates access and connections to promote self-determination, liberation and joy in our communities.

**Gay City Values:** Advocacy, Accessibility, Intersectionality, Sex & Body Positivity, Stewardship and Transparency.

**Position Summary**

The Director of Programs is Gay City’s key leader on delivering programs that address the barriers preventing LGBTQ communities from accessing health equity. The role is responsible for structuring and leading teams to deliver high quality programming and identifying best practices to improve internal systems with an eye towards community needs, agency needs and budget realities.

The Director of Programs will supervise five staff: Youth Advocacy Program Manager, Clinic Manager, Resources Coordinator, Training and Technical Assistance Coordinator, and Data Coordinator. Programs and initiatives managed by that team include our HIV testing and PrEP Clinic, LGBTQ Resource and Referral Program, Youth Domestic Violence Diversion Program, Youth Advisory Council, LGBTQ youth-focused cannabis, commercial tobacco and vape prevention, and our arts programming.

### **Duties and Responsibilities**

- Evaluates existing infrastructure to ensure that all systems and strategies are designed to help our team be successful in delivering impactful services to LGBTQ communities.
- Ensures compliance with all requirements of funders, including grant reporting, project execution, maintaining files and tracking data.
- Plans the delivery of Gay City programs and its activities in accordance with the mission and the goals of the organization, centering those communities farthest from health equity (BIPOC, youth, TNB communities).
- Develops a program evaluation framework to assess the strengths and impact of programs and to identify areas for improvement.
- Ensures that program activities comply with all relevant legislation and professional standards.
- Works with our Data Coordinator to develop forms and records to document program activities.
- Develops and implements long-term goals and objectives to achieve the successful outcomes of programs at Gay City.
- Recruits employees to ensure programs are staffed with qualified personnel able to address the complex needs of LGBTQ+ folks.
- Coordinates and supervises staff providing constructive feedback and support.
- Provides personnel with clinical training and opportunities for continuous development.
- Manages concerns relating to coverage, productivity, customer service skills, and workload expectations.
- Provides administrative support, supervision, and consultation to support and broaden staff skill levels.
- Provides crisis support to staff and clients as needed.

### **Qualifications (required)**

- Familiarity with the concepts of health equity and social determinants of health, and understanding why an intersectional approach is critical in working with BIPOC, youth and other LGBTQ+ communities.
- Experience understanding how systemic oppressions result in health disparities, and designing programs to address both individual needs and systems change.
- Experience managing government grants and reporting requirements. Grant writing experience highly desired.
- Transparent and high integrity leadership.
- Five or more years nonprofit management experience.
- Experience with strategic thinking and planning.
- Demonstrated ability to oversee and collaborate with staff.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.