



Program Director Position Announcement

HAND invites applications for the **Program Director**, a role that is critical to the organization’s growth and sustainability. The person in this position will lead the implementation of HAND learning exchanges designed to build capacity of its cross-sector membership, aligned by a commitment to develop and preserve affordable housing that provides real opportunities for communities to thrive. Position components include: project management of educational forums, convenings, affinity learning groups, and partner engagement. The ideal candidate will bring both enthusiasm and experience in promoting and operationalizing race equity in the social sector through facilitation and practice.

HAND is a nonprofit membership collective comprised of over 450 institutions working across the private, public and social sectors to collaborate in the production and preservation of affordable housing in the Capital Region of Baltimore, Washington, and Richmond. Representing the ecosystem of partners who collaborate in bringing equitable communities to fruition, HAND works to disrupt the systems that perpetuate inequity in the communities we serve. We do this by embedding racial equity into our operations, practices, and programming, and activating our membership through policy forums and advocacy designed to drive impact for Black and brown communities residing at the sharpest intersections of inequity. Unique to HAND, is the depth and breadth of disciplines represented within its member base, including: **Real Estate Developers, Government Agencies, Financiers, Resident Services, Housing Counselors, Tech, Architecture, Law Firms, Advocates, Think Tanks, Property Management, Healthcare, Homeless Services, Philanthropy, Environmental, Universities, and Faith Institutions.**

GUIDING PRINCIPLES

CONVENE Provide opportunities for members to come together across jurisdictions and sectors and strengthen relationships in support of a shared commitment to equitable development.

EDUCATE Engage and support members through collaborative learning, trainings, and resource sharing that builds our members' capacity to dismantle structural racism and drive action towards solutions that address the region's affordable housing crisis.

ACTIVATE Amplify our collective voice and leverage our unique ability to challenge the “business as usual” paradigm to advance equity and justice through policy, systems, and institutional change.

CENTERING EQUITY & JUSTICE HAND envisions a future where Black and brown communities share equitably in the knowledge, wealth and resources uniquely represented in and between Baltimore, Washington and Richmond. Despite continued economic growth, the rise of inequality persists - with compounded inequities impacting communities of color, challenging their humanity and opportunity to realize their full potential. HAND remains committed to catalyzing research, bold solutions and action that realizes the promise of a region where all can thrive.

The Opportunity

The Program Director, a full-time position reporting to the Executive Director, works closely with HAND's staff and team of consultants to execute the organization's programmatic agenda. Key responsibilities include:

Content Leadership & Management

- Manage project plans and timelines for convenings, trainings and events.
- Maintain resource mapping and tools/resources to support training programs.
- Design and lead the evaluation of programs to support grant and other impact reporting.
- Work with the Executive Director to identify program metrics, design a performance management system, and perform data collection and analysis.

Capacity Building & Stakeholder Engagement

- Design and facilitate training, learning sessions, and partner meetings (virtual and in-person), incorporating an analysis of how to operationalize race equity into member's work; design facilitation materials, tools, and resources as needed.
- Support the Executive Director in fundraising and strategic engagement of new partners and funders that align with HAND strategies.
- Create and adhere to program budgets; managing sponsorship opportunities.
- Manage all aspects related to event preparation and execution, including but not limited to: developing and maintaining program calendar; creating presentations, event agendas, scripts, and run of show.
- Manage events, including addressing potential problems that may arise, and planning for potential scenarios that could affect the integrity of the event.
- Develop and implement plans for affinity groups and other networks and communities of practice that support HAND programming.

Content Curation & Thought Leadership

- Lead ongoing curation of HAND's core content.
- Stay informed of the latest research, news, and best practices around community development issues and race equity in the sector; integrate new findings into the perspectives the organization shares with members and partners.
- Contribute original content to HAND's digital communications, blog, and social media platforms.

Sector Leadership and Engagement

- Attend industry conferences to represent HAND as a presenter (or partner/proxy to the Executive Director).
- Form and cultivate relationships with key strategic partners.
- Present HAND content to a spectrum of audiences throughout the community development industry.
- Design and present programmatic updates to HAND Board of Directors at quarterly meetings.

Qualifications

HAND is supported by a lean and entrepreneurial team that supports the operations of the organization. Together, the HAND team works in collaboration with consultants, board members, committees and key stakeholders to cultivate programming designed to build capacity and foster collaboration among HAND members. The Program Director oversees, manages, and coordinates events of all scales on behalf of HAND. Given the nature of the work and the demands associated with remote working models, the Program Director will need to be a nimble and a creative leader with the emotional intelligence,

compassion, and interpersonal communication skills to test new ways of working. The ideal candidate for this position will have:

- Bachelor's degree, preferred
- 6 - 8 years of experience in the public, private, or social sector with understanding of regional affordable housing and community development issues, preferred.
- Able to design and facilitate small and large workshops and events, webinars, and digital convenings; experience in developing session agendas.
- Experience designing content for stakeholder engagements such as webinars, newsletters, conferences, blogs, panel sessions, etc.
- Advanced written, interpersonal and public communication skills with a growing skillset in strategies to build internal community and culture through virtual communication platforms.
- Strong conflict resolution skills and comfortable engaging in courageous conversations about equity, anti-racism, and racial accountability.
- Experience partnering closely with organizational leadership on strategy, design, and programmatic oversight of a small-sized organization
- Experience contributing to fundraising proposals and cultivating new and existing relationships to drive impact.
- Ability to deliver and execute high-quality, sophisticated professional industry events.
- Creative thinker and problem-solver; creative and tactful negotiation and conflict resolution skills.
- Ability to initiate tasks and assume responsibility for them, to work with minimal supervision in a high-production position.
- Strong organizational and time management skills; demonstrated success managing multiple tasks concurrently and completely, with responsible follow-through.
- Proficient computer skills and strong aptitude with software for applications in word processing, spreadsheets, website, and managing document flow.
- Ability to travel throughout the metropolitan Washington region (including Washington, D.C., and suburban Maryland and Northern Virginia) to different meetings and activities.

Compensation & Benefits

- Compensation is commensurate with experience.
- A robust benefits package that includes employer-funded healthcare (Health, Dental, Vision), Life and Disability Insurance; 403(b) Retirement Plan with vested matching; Paid time off and Sick Leave. Mental health wellness resources are available, as well as professional development opportunities.
- Wi-Fi and Travel Expenses are reimbursed monthly.
- Lab top, printer, mobile phone, software, and office supplies required for the position are provided.

To Apply

HAND is dedicated to promoting diversity, equity, and inclusion {DEI}. DEI is more than a commitment at HAND—it is the foundation of who we are. Black, Latinx, Indigenous, and others who identify as nonwhite are encouraged to apply for this role. Apply by emailing a Cover Letter & Resume to Careers@HANDHousing.org.