



## Program Director, National Programs

Enterprise is a national nonprofit that exists to make a good home possible for the millions of families without one. We support community development organizations on the ground, aggregate and invest capital for impact, advance housing policy at every level of government, and build and manage communities ourselves. Since 1982, we have invested \$54 billion and created 873,000 homes across all 50 states – all to make home and community places of pride, power and belonging.

Join us at [enterprisecommunity.org](http://enterprisecommunity.org).

### **Working at Enterprise**

At Enterprise, you'll be part of a diverse, committed team making a difference every day. You will collaborate with some of the smartest minds and biggest hearts in our field. You'll be empowered to drive systems change and take bold steps to advance racial equity. And you will find a career home where you're valued and supported in your growth journey.

Enterprise offers career opportunities in our [offices across the country](#) with an [exceptional benefits package](#).

### **Job Description Summary**

Enterprise is seeking a Program Director to join our National Programs team. The ideal candidate will be a skilled program developer and leader, with experience designing and implementing programs at a national scale to further the production of affordable homes across the U.S. The Program Director, National Programs, will support two national programs: Housing Affordability Breakthrough Challenge and Faith-Based Development Initiative, working closely with the Director who leads both programs. The Program Director will support the development and delivery of all aspects of these multi-faceted programs, including grantmaking and grant management, program outcomes and activities, tools, and resources to support multi-disciplinary teams of Enterprise employees, partners and grantees, program evaluation and high-profile communications.

The position requires the ability to work independently while managing significant and complex priorities. Strong project management skills, judgment, and frequent interaction with all levels of internal and external partners is also required.

This position can be based in Denver, CO or Washington, D.C. Occasional travel may be required.

## **Job Description**

### **Responsibilities:**

- Support the continued development and launch of national programs, including management of a key national funder relationship.
- Manage a national grant competition which includes three stages of an application process, including written and public pitch phases. Develop selection process materials, criteria for decision making, develop and implement a process for inviting input from funder, internal and external experts in selecting competition winners.
- Support grantmaking activities, including award notifications, grants management, activity reporting, disbursements and grant closeouts.
- Manage relationships with a range of partners, both internal and external, including grantees and Enterprise staff; collaborate with support teams from across Enterprise including marketing, finance, resource development, and grants and contracting to manage core functions of both programs.
- Implement events and activities designed to foster learning and sharing for Enterprise staff, grantees and others, ability to identify and develop plans for technical assistance and training, ability to navigate and identify experts within Enterprise to support the scaling of programs and grantees.
- Lead the implementation of learning collaboratives for each program, ensuring inclusive membership, engaging curricula tailored to meet the needs of the collaborative, and opportunities to share challenges and successes.
- Identify obstacles to success and provide expertise and assistance, including the development of new tools or resources to enhance outcomes and overcome obstacles.
- Support the development and advancement of programmatic strategies to further the development of affordable housing and community serving facilities.
- Support fundraising activities as needed, including providing grantee and program success stories to share with funders.
- Coordinate with national Enterprise colleagues to pursue media and communications opportunities to disseminate programmatic milestones and findings.
- Manage and execute meeting scheduling, coordination, documentation and follow-up communications as needed.

### **Qualifications:**

- Expertise in community development, affordable housing, housing finance, climate resilience, public policy, or related field. Experience working with faith-based development related efforts is not required but is a plus.
- Demonstrated experience leading large-scale programs that include multiple program components including developing and scaling initiatives.

- Knowledge lived experience and or experience integrating racial equity as a process and an outcome in complex programs.
- Strong facilitation skills, with the ability to guide diverse stakeholders through discussions that result in clear next steps and decisions.
- Exemplary communication skills, with ability to clearly express ideas, thoughts, and concepts verbally, in writing, and through visual communications and other forms of expression.
- Ability to work independently, to solve problems, and to take responsibility for moving tasks forward with minimal supervision.
- Strong organizational skills and ability to coordinate complex activities, prioritize conflicting demands and meet deadlines.
- Commitment to working creatively and collaboratively with a national, multi-disciplinary team.
- Demonstrated professionalism, composure, flexibility, and adaptability to a variety of situations.
- Five or more years of experience required.

### **Other General Qualifications**

- Commitment to advancing racial equity including creating a culture of inclusivity, equity, and diversity.
- Experience working with diverse range of communities and people.
- Lived experience and/or service that informs worldviews and/or perspectives about creating social equity.
- Curiosity, desire for self-improvement, passion for equity, and excitement about sharing new skills and knowledge.
- Excellent organizational and project management skills.
- Demonstrated ability to manage multiple projects and assignments, meet tight deadlines, coordinate, and communicate effectively among widely dispersed partners.
- Superior written communication skills, including editing and proofreading, and experience in writing proposals, project reports and related deliverables.
- Excellent presentation and negotiation skills, able to represent Enterprise in a variety of settings.
- Excellent critical thinking and creative problem-solving skills.
- Evidence of commitment to social and environmental justice and public service.
- Successful experience working in a team setting, with experience working with “virtual” teams including colleagues located across multiple offices.

**APPLY**