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**Director of Programs**

**Program Director Job Responsibilities**

* Produce RFPs for Grant Distribution.
* Provide technical support for grantees.
* Approve grantee applications to move forward to the Program Committee.
* Acquire mid and end reports from all grantees to forward to the Program Committee.
* Assist in resolving challenges faced by grantees.
* Conduct annual site visits with all grantees.
* Provide outreach and engagement to both the grassroots community and local enforcement entities in both funding and partnership opportunities.
* Attend all public safety meetings held within the Pittsburgh Bureau of Police.
* Provide highlight stories on the successes of grantees to submit to the Communications Coordinator.
* Work closely with the Director of External Affairs on all convening’s.
* Work closely with the Executive Team to craft the strategic launching of new programs and initiatives that focus on ending gun violence, healing trauma and developing pathways to workforce development.

**Work Hours and Benefits**

The Program Director will interact with diverse stakeholders involved with The Hear Foundation. Although the formal work hours will align with the typical Monday through Friday workweek, evening and weekend hours are to be expected at times.

In addition to traditional benefits like paid vacation time, paid sick leave, group health insurance, and 401(k) plans, other benefits include:

* Flexible work schedule with the option to work one day a week remotely
* Covering the cost of professional organization membership dues
* Reimbursement for a parking lease
* Reimbursement for use of a private cell phone
* Expected salary range of $80,000-90,000

**Qualifications and Skills**

* Proven track record as a successful program director, program manager, or project manager working directly with grassroots organizations and local law enforcement
* Experience managing grants and grantees
* Experience managing budgets
* Excellent data analysis and reporting skills
* Strong problem-solving, negotiation, and communication skills
* Commitment to trauma informed care and trauma informed community development

**Education & Experience Requirements**

* Minimum of a BA, MA preferred
* 7-10 years related experience, with progressive responsibility in grant or project management
* Experience managing budgets for multiple projects
* Must have Act 33 and Act 34

**Please send** your resume, along with a cover letter to [chaines@hearfoundation.com](mailto:chaines@hearfoundation.com)

Applicants are encouraged to review our website at [www.hearfoundation.com](http://www.hearfoundation.com)

Deadline for applications is 11/5/24.

Thank you for your interest in The Hear Foundation!