



Job Description: Director of Programs

Title:	Director of Programs
Reports to:	President & CEO
Grant Funded:	No
FLSA Status:	Exempt
Salary:	\$60K annually

Position Summary

The Director of Programs position requires a proven, forward-thinking, and dynamic individual to provide proactive leadership and project management of Hispanic Chamber leadership and education programs, including: the Alexander Briseño Leadership Development Program, the Latina Leadership Institute and is a support system with the Leadership San Antonio in partnership with the Greater San Antonio Chamber. This includes having excellent interpersonal, organizational, and writing skills; strong relationship building skills; as well as strong public speaking and presentation skills. The ideal candidate will have extensive experience working in non-profit program implementation while understanding a collaborative approach.

Essential Functions

- Fully manages the Alexander Briseño Leadership Development Program and the Latina Leadership Institute.
- Management of the program volunteer steering committee members.
- Detailed budget management for the overall programs including the individual class days and fundraising events.
- Planning of logistics for the program fundraising events for each year – LLI Luncheon and ABLDP Familia Fest.
- Experience with basic graphic design tools, like Canva for class day detail support.
- Partners with the San Antonio Chamber of Commerce Liaison in being a support system with Leadership San Antonio
- Serves as staff liaison to the following Board of Directors Committees: Leadership Committee, by managing communication, planning, and providing support in executing committee goals.
- Assists in the areas of funding and partnership development to sustain and grow programs.
- Works in partnership with staff to ensure integration of programs and effective use of resources.
- Represents the Hispanic Chamber in community efforts and events related to leadership and development.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Must have strong project management skills in order to meet goals and deadlines.

- Must be able to engage and communicate effectively with stakeholders, community leaders and the general public.
- Must be able to gather, analyze and report program information with minimal assistance.
- Ability to work effectively as a team member and to work independently of others.
- Experience in working with grant funded programs preferred.
- Knowledge and understanding of community programs, advocacy, and community engagement.
- Grant writing experience strongly preferred.
- Computer proficiency in Microsoft Office Suite, Adobe Acrobat and Zoom required.
- Must be able to lift a minimum of ten pounds in the working setting.
- Must be able to work occasional nights or weekends for program-related events.

Education and Experience

- Bachelor's degree in related area or 5-7 years' experience in related field required.
- Master's degree is preferred.

Materials Required for Application

- Cover letter
- Resume
- References

Please submit application materials via email to: CEO@sahcc.org