

Job Title: Director, Programming
Location: Phoenix, AZ - Hybrid
Job Type: Full-time

About Us: Arizona Housing Coalition is a dynamic and forward-thinking advocacy organization dedicated to eliminating homelessness and ensuring every Arizonan has an affordable place to call home. As we continue to grow, we are seeking a highly motivated and experienced individual to join our team as the Director of Programming. This role is crucial in shaping and advancing our education initiatives while ensuring seamless coordination of services across the state.

Responsibilities:

- ***Educational Assessment & Stakeholder Engagement:***
 - Develop and execute a variety of strategies to identify the educational needs of Coalition members and stakeholders.
 - Analyze identified needs and develop strategies to address identified needs including but not limited to workshops, webinars, and conferences.
 - Ensure community and member needs are being met through the collection and analysis of post event surveys and feedback.
- ***Event Facilitation:***
 - Develop and execute an annual education and coordination strategic plan that includes diverse and innovative educational opportunities, ensuring a variety of content levels, delivery platforms, locations, dates, and times. To embrace the differing interests, knowledge levels and availability needs of participants
 - Source new and unique subject matter experts from local, state, and national sources
 - Provide oversight for all aspects pertaining to the development and implementation of a minimum of two statewide conferences annually.
- ***Resource Management:***

- Develop and manage the budget for education and coordination programming, ensuring responsible and efficient use of resources.
- Collaborate with fundraising teams to secure funding for new and existing initiatives

Qualifications

- Bachelor's degree (masters preferred)
- Proven experience in educational assessment, content development and training delivery.
- A minimum of two years' experience in project/event planning, implementation, and oversight.
- Possess or have the ability to obtain and maintain a valid Arizona Department of Public Safety Fingerprint Clearance Card and any additional background screens required.
- Experience with low-income, at-risk, special needs, and vulnerable populations.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to travel throughout the state, have a current and valid Arizona driver's license, current vehicle insurance, have reliable transportation and meet the organization's liability insurance requirements.
- Flexibility to work evenings, weekends, overnight, and travel as needed.

Knowledge and Skills

- Strategic, innovative thinker with excellent organizational and interpersonal skills.
- The ability to interact at the executive level and represent the organization's mission effectively to diverse constituents and the public.
- Ability to work independently and as an integral part of a small team in a fast-paced environment.

- Strong leadership skills with experience managing, collaborating, and motivating teams.
- Excellent written and verbal communication skills, including grant writing and proposal development.
- Ability to prioritize multiple responsibilities and maintain excellent time management skills.
- Ability to serve as an ambassador for the organization, demonstrating passion and commitment to the organization's mission to end homelessness and advocating for safe, affordable housing for all Arizonans.

Salary Range: \$75,000 - \$90,000 DOE

To Apply:

Submit your letter of interest and resume by email to info@azhousingcoalition.org.