

Program Director, Warrior Writers

About Warrior Writers:

Warrior Writers is a community of military veterans, service members, artists, allies, and healers dedicated to creativity and wellness. We use writing, painting, photography, and a host of other mediums to reflect on our experiences and express them creatively. Warrior Writers is a national non-profit, based in Philadelphia, with participants and activities across the country.

Position Description:

The Program Director is the key management leader of Warrior Writers. The Program Director is responsible for overseeing the administration and planning of the program. Other key duties include fundraising, marketing, and community outreach. The Program Director works with our fiscal sponsor to make the best decisions for the health and longevity of Warrior Writers. We are seeking someone who wants to help transform Warrior Writers for the better to support veterans in the discovery of the arts as a tool for change.

Duties Include:

Financial:

- Responsible for fundraising and developing other revenues necessary to support Warrior Writers' mission. This includes grant research and writing, soliciting corporate sponsorships, and engaging individual donors.
- Responsible for fiscal management by creating an annual budget and operating within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.
- Track expenses and revenue.
- Create and submit invoices.
- Ensures the financial health of Warrior Writers.

Program Goals and Strategy:

- Responsible for implementation of Warrior Writers' programs plan to achieve the program's goals.
- Responsible for strategic planning to ensure that Warrior Writers can successfully grow and achieve goals into the future.
- Responsible for the enhancement of Warrior Writers's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Management:

- Oversee part-time and contract staff, as well as Warrior Writers' network of facilitators, artists, healers, and volunteers.
- Conduct regular staff meetings.
- Provide thoughtful executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the program direction.
- Delegate tasks to staff in strategic, thoughtful, and respectful ways to best serve the program.
- Approach management with a collaborative spirit.

Program Development and Delivery:

- Schedule and coordinate Warrior Writers' ongoing program of workshops and events.
- Develop new programs and projects with the staff that serve the goals of Warrior Writers and align with our values.

- Coordinate with partnering organizations to develop collaborative programs.
- Be trained in and capable of facilitating Warrior Writers workshops.
- Help edit and curate works for publications, performances, etc.
- Coordinate the hiring of veteran artists from our community for opportunities.
- Create contracts between Warrior Writers and vendors/artists.

Outreach:

- Connect with veterans and veteran organizations about Warrior Writers, and maintain a good relationship with our networks across the country.
- Create content for newsletters and announcements.
- Dedicate time to fostering relationships.
- Increase awareness and visibility about Warrior Writers - what we do and who we are.

The ideal candidate will possess:

- A bachelor's degree in a relevant field
- 5+ years in nonprofit and/or arts management
- Outstanding leadership and management skills
- Strong communication skills
- Knowledge of and experience in the veteran community
- Excellent organizational skills, and the ability to multitask and prioritize
- Extreme emotional intelligence
- A proven fundraising record
- A strong passion for supporting the wellness of veterans, and for the role the arts play
- Excellent "people skills," enjoy talking to people from a variety of backgrounds and experiences, and making everyone feel appreciated and welcome
- A collaborative approach to management

Compensation:

This position is part-time, 25 hours/week, \$25/hour. After the first year, the goal is to increase this position to full time but will be contingent upon the Program Director's ability to raise funds.

To Apply

Please email the following as a single PDF to info@warriorwriters.org:

- Your resume
- A cover letter detailing your interest in the position, relevant experience and accomplishments, and why you would be a good fit for Warrior Writers
- Two references

Applications will be accepted on a rolling basis until June 1st. Start date is July 1st. Warrior Writers does not discriminate on the basis of race, color, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. We are an equal opportunity employer; women, minorities, people with disabilities and veterans are strongly encouraged to apply.

Warrior Writers is a national non-profit, with an office in Philadelphia. Work will be done remotely due to the ongoing pandemic until it is safe to resume in person communication. We will accept applications from people located anywhere in the country. Strong preference given to veterans.