

Job Title: Program Director
Status: Full-Time, Salaried Exempt
Reports to: Executive Director
Location: This is an in-office position at a coworking space in Raleigh, NC. Only applicants currently or soon-to-be residing in Raleigh/Durham/Chapel Hill should apply.

ABOUT

Lotus Campaign is a 501 (C) 3 nonprofit organization dedicated to increasing housing availability for people experiencing homelessness or in imminent danger of experiencing homelessness by engaging the private, for-profit real estate, and investment communities as part of the solution. Since launching in Charlotte, North Carolina, in July of 2018, Lotus Campaign has facilitated housing for over 388 people at the cost of less than \$1,000 per person per year, invested in our first real estate project in which 20% of the units are reserved for Lotus clients, and traveled across the country advising others of what we are doing and why it matters. Our program shows that Lotus Campaign's model works and is replicable in other communities. As a result, Lotus Campaign seeks a creative, entrepreneurial, and team-oriented individual to serve as a *Program Director based in the Triangle (Raleigh, Durham, Chapel Hill)*. In this role, the Program Director will have an opportunity to work in a fast-paced, mission-based start-up environment on multi-faceted projects.

ROLE SUMMARY

The Program Director will be responsible for developing and implementing innovative program strategies that have a meaningful impact on the communities we serve. Specifically, the Program Director will be responsible for directing and managing the Raleigh Landlord Participation Program as well as supporting related key initiatives, including but not limited to supporting scaling the Landlord Participation Program to other communities in the Triangle, data management and analysis, creative communications strategy in collaboration with Lotus's Director of Communications, general project management, and administrative duties within the context of a mission-driven start-up. Working closely with the Executive Director, program staff, and stakeholders, the Program Director will ensure the successful implementation and delivery of programs that align with the organization's mission and strategic goals. As part of this role, travel to see partners is a requirement, and you will be expected to develop and maintain relationships with program stakeholders in person on a quarterly basis. This is an in-office position at a coworking space in Raleigh, NC. Only applicants currently or soon-to-be residing in Raleigh, NC should apply.

RESPONSIBILITIES

- Direct, manage and lead the Raleigh Landlord Participation Program through partner recruitment, outreach, and communication, including regularly refining partner trainings and scheduling bi-annual check-ins with program partners.
- Manage Landlord Participation Program database and tracker, including but not limited to uploading data from partners' monthly reports and conducting routine audits.
- Manage program budgets, timelines, and resources effectively to ensure that programs are delivered on time, within budget, and to the highest quality standards.
- Develop, refine, and implement program evaluation frameworks to measure our programs' impact and identify improvement areas.
- Develop and maintain relationships with program stakeholders, including funders, community partners, and volunteers, to build strong partnerships that will enhance the success of our programs.
- Travel regularly to meet with program partners, build and maintain relationships, and monitor program implementation while adhering to organization policies and procedures for travel and expense management.
- Oversee the planning, implementation, and evaluation of the Landlord Participation Program and program partners to ensure they meet the organization's goals and contribute to our mission.
- Refine and improve programs by using program evaluation frameworks and monitoring program outcomes, identifying areas for improvement, and implementing changes as necessary. This may include but is not limited to designing and updating LPP tools and guidance, including program forms, trainings, and overall guiding documents (i.e., partner training, partner surveys, and LPP handbook).
- Support the organization's fundraising efforts by identifying program outcomes and impact, assisting with grant applications, and cultivating strong relationships with donors and supporters as needed.
- Provide as-needed research in support of Lotus programs, articles, and event content.

- Partner and drive outreach and communication through social media in collaboration with a communications consultant.
- Develop program processes, refinements, and strategies for partner expansion.
- Represent the organization at community events, conferences, and other relevant forums to promote our programs and initiatives.
- Support education events logistical support. Engage with program partners, the Board of Directors, and other key stakeholders to identify emerging needs and opportunities for new programs and initiatives.
- Provide leadership, guidance, and support to program staff to ensure that they have the tools, resources, and training necessary to succeed.

EXPERIENCE/QUALIFICATIONS

- Bachelor's or graduate degree and/or relevant work experience in urban planning, real estate, urban design, public policy, and property management. Master's degree preferred.
- A minimum of five (5) to seven (7) years of experience in program management with a proven track record of success in developing relationships, program evaluation, and program refinement.
- Strong leadership skills and enthusiasm with the ability to inspire and motivate staff and stakeholders to achieve excellence and deliver impact.
- Excellent project management experience and ability to work independently and as part of a team. Ability to manage multiple priorities and projects simultaneously while maintaining high attention to detail and quality.
- Strong problem-solving and analytical skills, with the ability to think creatively and strategically to address complex challenges.
- Understanding program evaluation frameworks and methodologies and experience using data to drive program improvements and achieve impact.
- Willingness and ability to travel regularly to meet with partners, build and maintain relationships, and monitor program implementation while adhering to organization policies and procedures for travel and expense management.
- Excellent written and oral communication.
- Flexible and adaptive - interested in various subjects and participating in minor administrative work and self-directed project work.
- Strong graphic presentation and visualization, and analytic skills (Adobe Suite, MS Office)
- Energetic, motivated to deliver high-quality work and learn new things.
- Interest in housing, real estate, and social impact is a plus.

WHY CONSIDER LOTUS CAMPAIGN?

- Develop your skills and talent working for an organization with strong values and purpose.
- Starting salary is \$90,000; experience dictates the amount.
- Strong benefits program.
- Generous PTO and paid holidays.

EQUAL OPPORTUNITY EMPLOYER

We are an equal opportunity employer and administers all personnel practices without regard to race, color, religious creed, sex, gender, age, ancestry, national origin, mental or physical disability or medical condition, sexual orientation, gender identity, or expression, marital status, military or veteran status, genetic information, or any other category protected under federal, state, or local law.

In order for your application to be considered, please provide a cover letter with your application.