



## **PROGRAM DIRECTOR POSITION DESCRIPTION**

### **THE OPPORTUNITY**

We believe that a just society begins when everyone experiences wellness and respect. We link arms with leaders to uplift communities, break down barriers, and elevate grassroots voices. As a private operating foundation, Vesper Society works toward a compassionate world that protects human dignity and enhances human potential.

In addition to our 18 current partners across the San Francisco Bay Area, the Imperial Valley, and Humboldt County, many of whom are Federally Qualified Health Centers (FQHC), we have begun to focus energy and resources on California's diverse and dynamic Central Valley.

We don't work based on a formula. We listen to local stories of how social determinants of health make the biggest difference in the long-term health of communities. We understand the effect of structural racism on communities of color and through our work seek to uplift communities and change the narrative. Our current partners serve diverse constituents, and we work towards more inclusive systems to ensure vibrant, healthy regions.

With an endowment of \$35 million, we are committed to dedicating resources towards our vision and mission. We work collaboratively with communities and leaders across healthcare, government, Native American Tribes, nonprofits, and philanthropy to create systemic change. We know that private, flexible funding can serve as change capital that allows communities to explore new options and solutions.

We seek a leader to help expand this work. Working closely with the President, the new Program Director will create, manage, and implement program strategies that are aligned with Vesper's mission, values, and program model. The Program Director will rely on relationships, listening, and trust to develop new partnerships among communities of color in the Central Valley to increase access to healthcare and create lasting change.

### **KEY RESPONSIBILITIES**

The Program Director will source and craft partnership recommendations, develop relationships, and advise on investment opportunities.

#### *Program Partner Capacity Building (25%)*

- Build and nurture relationships with community partners and stakeholders

- Maintain and leverage a strong understanding of how nonprofit and community-based organizations function, from financial statements to human resources issues in order to support community partners and strengthen their capacity

*Portfolio Management (50%)*

- Continuously scan the environment and reach out to individuals and organizations to engage in exploratory discussions
- Review programmatic and financial partner reports
- Improve data collection and analysis
- Manage all aspects of program evaluation, including setting program strategy, goals, execution plans, and evaluation outcomes and metrics
- Maintain an in-depth understanding of challenges current local partners face
- Center partners' experiences and voices in all efforts
- Manage and present ongoing program updates to the Board

*Build and Amplify Community Partnerships (25%)*

- Promote Vesper's brand that emphasizes inclusion, amplifies outcomes, and honors human dignity
- Collaborate with the President and Board to help build strategic alliances with key community-based organizations, public officials, and other community partners to advance Vesper's goals and initiatives
- Develop community-based content strategy to promote the inspirational work of our partners
- Manage website content and social media strategy, including website analytics

**OUR IDEAL CANDIDATE**

Our ideal candidate brings the following values, experience, and skills:

*Values*

- Commitment to advancing racial and social justice
- A high level of ethics, integrity, and accountability
- Commitment to continuous learning
- Driven by a sense of urgency to make our world more just and respectful
- Prioritizes equity-centered approaches and solutions

*Experience*

- 10+ years of experience in community-based work or nonprofit organizations
- Interest in current issues facing rural California, including the Central Valley strongly preferred
- Knowledge of healthcare, especially the social determinants of health
- Knowledge of systems change strategies and strategic problem-solving
- Demonstrated ability to work independently, use discretion, and uphold confidentiality
- Relationship-oriented approach to building community partnerships

### *Skills*

- Excellent communication, including persuasive writing and presentation skills
- Ability to design high-level strategy and effectively implement tactics
- Confidence in collecting and analyzing data to assess and share progress
- Spanish language skills (especially oral communication) strongly preferred
- Ability to travel locally and regionally (Central Valley) up to 20% time

### **ABOUT OUR TEAM: COMPENSATION, BENEFITS, AND CULTURE**

We see our community as a place where everyone has the tools to grow and thrive. We are curious, courageous, and collaborative. We believe in each other and our mission. Our core values include compassion, community, justice, service, and stewardship. Through a process of listening and continuous learning, we center the voices of our partners and how we can accelerate, catalyze, and transform collective action.

The salary for this full-time position is \$90,000-\$115,000 depending on experience. Vesper offers generous benefits including paid vacation, sick, medical/dental/vision insurance, a generous (7%) employer contribution to a 403b, and other benefits. Our office is in the San Francisco Financial District. We are open to hybrid working arrangements (~2+ days/week in the office).

### **ATTRACTING CANDIDATES FROM ALL BACKGROUNDS**

We envision a world in which we work together to advance justice and dismantle systems of oppression. Therefore, we strongly encourage people from all backgrounds to apply for open positions. No matter your background, our new Program Director must advocate for equity, diversity, and inclusion. We look forward to reviewing your application.

### **TO APPLY**

Please email a Resume and thoughtful Cover Letter to:

Susannah Sallin, Search Consultant to Non-Profits, Foundations and Social Entrepreneurs:  
[sallinsearch@yahoo.com](mailto:sallinsearch@yahoo.com). We will respond to all applicants.