



**BLACK AIDS INSTITUTE**  
*Job Posting*  
**Program Director**

**OVERVIEW**

The Program Director must have a broad knowledge of program management principles and will be responsible for the operational success of the Black AIDS Institute ensuring seamless team management and development, program delivery, and quality control and evaluation. The Program Director will supervise a wide range of programs, manage a growing staff, serve as the point of contact for all funded and non-funded programs, and work within the organization's guidelines, policies, and mission to ensure that every program is delivered successfully and adds the highest possible value to the organization.

*Black people, LGBTQ+ people, and people living with HIV or on PrEP are highly encouraged to apply.*

- Job Location:** Charlotte, North Carolina or Southern U.S. preferred
- Reporting Relationship:** Chief Executive Officer
- Supervisory Relationship:** Program Managers, Coordinators, Specialists, etc.
- Salary Range:** \$92,175 to \$149,579 commensurate with qualifications.

**ORGANIZATION-WIDE DUTIES AND RESPONSIBILITIES:**

- Support the mission, vision, and values of the Institute.
- Comply willingly with all organizational policies and procedures.
- Support all functions that attain and maintain accreditation and compliance with regulatory agencies.
- Support and facilitate positive interaction with others by exhibiting:
  - Individual maturity
  - Respect for others
  - A team-centered approach
  - Maintenance of confidential information
- Communicate appropriate information to other departments in a timely and effective manner.
- Participate in appropriate professional development programs to attain and maintain competency.

## **POSITION-SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Proven experience as program director or other managerial position
- Thorough understanding of project/program management techniques and methods
- Utilizing independent judgment and discretion, creates executive approval and executes innovative programmatic and policy initiatives.
- Represents the Institute in programmatic activities involving external partners and programs, organizations, grantors, and advocates whose work is supported or facilitated by the Institute.
- Supports the Institute's mission and vision by creating, developing and implementing programs for issues related to HIV/AIDS.
- Develops for executive-level approval significant content for the Institute's HIV/AIDS programming; directs use and support of approved content.
- Creates programmatic budgets for executive-level approval; monitors and approves programmatic budgetary expenditures.
- Develops and delivers presentations; directs public training and discussions in a variety of settings.
- Using pre-acquired knowledge and training, provides capacity-building skills to Black-serving community-based organizations throughout the U.S.
- Provides strategic leadership, project management, and scheduled reports for programmatic activities, including, but not limited to, grant-funded programs.
- Serves as Institute liaison to external partners and programs, organizations, grantors, and advocates whose work is supported by the Institute by weighing and considering available options, and thereafter, providing ongoing technical advice.
- Conducts weekly and monthly meetings with staff members and creates monthly reports for upper management.
- Contributes content for grant proposals; writes grant reports.
- Provides specific leadership, project management, and scheduled reports for assigned activities, including, but not limited to, grant-funded programs.
- Directs the creation and maintenance of communication and project tracking systems, and manages the implementation of logistical and administrative tasks, as needed, in connection with the Institute's interdepartmental programs, initiatives and activities.
- Ensures program operations and activities adhere to legal guidelines and internal policies.
- Other duties and responsibilities as

## **SUPERVISION/TRAINING:**

- Meet regularly with the Chief Executive Officer for updates and supervision.
- Maintain an ongoing professional development plan.

## **POSITION QUALIFICATIONS:**

- Ability to develop and implement programs and initiatives that require specialized experience and knowledge in connection with HIV/AIDS.
- Ability to perform work with minimal supervision.
- Ability to exercise a high level of discretion and independent judgment by weighing and considering options.

- Excellent director and management skills.
- High level proficiency in Windows and Microsoft Office (Word, Outlook, PowerPoint and Excel).
- Excellent Web-based research, navigation and implementation skills.
- Expert oral, writing and interpersonal communication skills.
- Expert public speaking and presentation skills.
- Expertise in planning and implementing community organizing activities, including project planning, meeting facilitation, and consensus building.
- Excellent understanding of the issues related to HIV/AIDS prevention among Black LGBTQ and MSM and their risk issues.
- Excellent ability to work effectively and sensitively with Black LGBTQ and MSM of varying sociocultural backgrounds.
- Discreet, respectful communications in all interpersonal contacts and maintain confidentiality at all times.
- Ability to work independently and accurately in a high-paced, deadline-oriented environment requiring high level decision making.
- Ability to manage multiple tasks.
- Team player.
- Must be able to work evenings and weekends, as necessary.
- Must be able to travel extensively and work remotely without supervisory accompaniment.
- Outstanding working knowledge of data analysis, reporting and budgeting
- A business acumen with a strategic ability
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Master's degree plus five years of relevant employment involving LGBTQ or MSM HIV/AIDS-related community issues or an equivalent combination of education and experience.

#### **PHYSICAL AND SENSORY REQUIREMENTS:**

- Ability to read, write and converse in English.
- Ability to communicate with staff, stakeholders and vendors.
- Ability to remain calm and composed under stress.
- Bending, lifting 40 pound boxes and packages, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing.
- Ability to respond to telephones and other auditory stimulation.
- Ability to organize.
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).
- Ability to evaluate/interpret information and make independent judgments and decisions.

**Apply here:**

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=5793294](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5793294). **Submit a cover letter, resume, an original curriculum or training sample, and salary requirements.** Incomplete submissions will not be considered. Screening will begin immediately and will continue until the position is filled. No phone calls or emails please.

### **About the Black AIDS Institute**

The Black AIDS Institute (BAI) is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute's mission is to stop the AIDS epidemic in Black communities by engaging and mobilizing Black institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV policies, conducts trainings, offers technical assistance, disseminates information and provides advocacy mobilization from a uniquely and unapologetically Black point of view.

Our motto describes a commitment to self-preservation: “OUR PEOPLE, OUR PROBLEM, OUR SOLUTION.”

The Black AIDS Institute is an Equal Opportunity Employer.

For more information about the Black AIDS Institute visit [www.blackaids.org](http://www.blackaids.org).