



## Seeking a civically-minded, experienced program manager to serve as our new Program Director

### About the Organization

Founded in 1980, Seattle CityClub is a nonpartisan, nonprofit organization that informs and inspires people to engage in the most important issues facing our city, state and nation. We host local and statewide political candidate debates; dialogues held in person and later televised with influential leaders in government, business, education and civic affairs; in-depth, day-long workshops on issues like homelessness and civil rights; a survey and report on our region's civic health that drives our programming; an annual fundraising benefit luncheon; and more. Every year, Seattle CityClub serves more than 30,000 Puget Sound residents in person and online, and our broadcasts reach 1 million Washingtonians.

We are a small and highly collaborative work team of eight staffers, overseen by a 30-member Board of Governors made up of deeply committed community leaders. We take our work seriously but also strive to have fun in the workplace. Our office is located in the Impact Hub in the Pioneer Square neighborhood of Seattle. The Impact Hub hosts gatherings, excursions and other activities (including Milk & Cookie Hour every Monday!) to bring people together to learn from and enjoy each other.

### About the Position

The Program Director's primary responsibility is to oversee, direct and manage more than 30 programs a year and to develop and maintain relationships with multiple program partners that include media and corporate sponsors. With the help of the Executive Director, a half-time Program Coordinator, the Communications and Web Manager, and an Administrative Support Coordinator, the Program Director secures contracts, arranges for program speakers, assists in generating attendance, executes program logistics, and ensures that CityClub's mission is professionally represented in all we do. This position also shares some responsibility for oversight of general organizational operations.

The Program Director reports to the Executive Director and supervises the Program Coordinator and Communications + Web Manager. In the absence of the Executive Director, the program director represents the organization with the Board of Governors and the community. This is a full-timed salaried position, approximately 40 hours per week, with occasional evening work required.

### Compensation and Benefits

Starting salary is \$55,000 to \$63,000 per year with an exceptionally generous package of benefits. Employees accrue monthly Paid Time Off (PTO, which encompasses both vacation and sick leave) for an equivalent of 4 weeks annually. You will also enjoy seven paid holidays each year plus an additional week off between Christmas and New Year's Day. CityClub pays the full costs of employee medical, dental and vision insurance; spouse/partner/children insurance also is available for a fee. A 403B retirement plan is available with a 2 percent company match after one year. We also provide a monthly bus pass. Total value of the benefits package is \$8,000+.

## Responsibilities

- Manage event logistics for 30+ programs each year, including content creation, vendor relations, contract negotiations and communications with partner organizations.
- Develop, manage and steward sensitive multi-member partnerships, ensuring that all voices are heard and troubleshooting relationship issues.
- Secure and prep high-profile local and national speakers and media moderators.
- Manage work plans, meetings and leadership development for volunteer Program Committee and event support staff. Serve as lead staff member for monthly Program Committee meetings.
- Develop new initiatives and program ideas in partnership with the Executive Director, Board of Governors and organizational partners.
- Develop and manage the programs budget.
- Oversee program evaluation and make recommendations for improvements.
- In consultation with the Executive Director and Development Director, ensure the success of CityClub's annual fundraising benefit luncheon.
- Along with the Executive Director and Development Director, serve as a member of CityClub's executive team, responsible for overall strategic planning and program execution.
- In cooperation with the Operations and Projects Manager, assist in overseeing general organizational operations.

## Desired Skills and Attributes

- A passion for civic engagement, civil discourse and the power of an engaged citizenry to shape the public issues that affect all our lives.
- The credibility to present an impassioned yet nonpartisan belief in the mission of CityClub.
- At least four years' experience managing complex programs, ideally for a nonprofit, government or civic organization.
- Highly well-organized with the ability to manage many programs and deadlines at one time while ensuring the highest quality execution.
- Outstanding communication and interpersonal relationship skills. Diplomatic, inclusive, strategic, creative and thoughtful.
- Existing community connections to people, government agencies, nonprofit organizations, media and other local and state leaders.
- A commitment to and experience in diversity, equity and inclusion initiatives.
- At least two years' supervisory experience.
- Four-year degree, or equivalent experience, ideally in political science, nonprofit leadership, public policy, business or related field.

Apply by emailing your resume and a cover letter to [jobs@SeattleCityClub.org](mailto:jobs@SeattleCityClub.org). Applications will be reviewed until the position is filled. Please reference the job title in the subject line.