



Program Director - Philadelphia

Organization:

Leveling the Playing Field (LPF) is a nonprofit organization that gives children in under-resourced communities the opportunity to enjoy the mental and physical benefits of youth sports participation. LPF does this through the collection of used/excess sports equipment from schools, manufacturers, individual families, and others. After being inventoried and sorted at the LPF warehouse, the equipment is then redistributed to a school, sports league, or other organization serving a low-income community and placed into the hands of a child who cannot afford their own equipment. All LPF staff demonstrate a commitment to strengthening communities and a passion for youth sports participation.

Position Summary:

The Program Director is responsible for the day-to-day operations, outreach, and administration of the Philadelphia location of Leveling the Playing Field. As a local leader, the Program Director is tasked with growing the LPF mission within the Philadelphia area through building brand awareness, developing new partnerships & initiatives, and expanding sustainable funding opportunities. The LPF work environment requires a self-motivated person who excels in an entrepreneurial environment, thrives in a workplace that invites innovation, and embraces collaboration.

Roles & Responsibilities (with time breakdown):

Management (30%)

- Strategic oversight of LPF-Philadelphia
- Manage all LPF-Philadelphia staff and interns
- Grant management & reporting
- Compile, maintain and report on program metrics to Executive Director
- Develop materials to communicate LPF initiatives and impact

Engagement (35%)

- Donor & stakeholder relations
- Identify prospective funding opportunities
- Ability to respond in a timely manner to grant opportunities
- Identify/attend community events that are appropriate to attend and present at
- Develop strategic partnerships to engage the community
- Engage the local business/corporate community

- Work with public sector to raise awareness of LPF

Operations (35%)

- Manage & oversee logistics of collection, volunteer & distribution programs
- Ensure all incoming equipment is sorted/inventoried in a timely manner
- Enter all incoming and outgoing donations through the database
- Maintain the condition of the warehouse and office
- Ensure office and warehouse supplies are fully stocked
- Maintain a safe work environment for LPF staff and volunteers
- Ability to drive van/truck and attach trailer for collections

QUALIFICATIONS:

- Experience raising money from private foundations, individual donors and government grants (proposal writing/meet & greets)
- Ability to oversee large groups of school-aged or adult volunteers
- Ability to function in a work environment with limited supervision
- Capable of working evenings/weekends when needed for event coverage
- Excellent communication skills such as writing, public speaking & networking
- Bachelor's Degree + 5 years of nonprofit experience or Masters + 2 years
- Experience with Salesforce, WordPress, MailChimp, or Canva a plus
- Must have a clean driving record
- Writing sample required

How to Apply

Please send a resume and cover letter to jobs@levelingtheplayingfield.org