



Program Director - Buffalo

About Leveling the Playing Field:

Leveling the Playing Field (LPF) is a nonprofit organization that brings access and equity to children in under-resourced communities 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 by volunteers at the LPF warehouse, the equipment is then redistributed to a school, sports league, or other organization in an underserved community and placed into the hands of a child who cannot afford their own equipment.

LPF Culture:

The LPF team culture attracts self motivated people who excel in an entrepreneurial environment, thrive in a workplace that invites innovation, and embrace collaboration. LPF is committed to providing opportunities for professional development to all staff. 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 Buffalo location of Leveling the Playing Field. As a local leader, the Program Director is tasked with growing the LPF mission within the Western New York region 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 Buffalo
- Manage all LPF Buffalo staff and interns
- Grant management & reporting
- Compile, maintain and report on program metrics to Director of Operations
- Develop materials to communicate LPF initiatives and impact

Fundraising & 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

Performance Evaluation:

The Program Director will be evaluated based upon key performance indicators that include: equipment collection metrics, volunteer engagement, equipment distribution metrics, fundraising goals, and other performance areas as necessary.

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 upon request

Compensation & Benefits:

- Generous PTO and leave policy
- Benefits include health/dental insurance and 401(k)
- Salary range \$60,000- \$70,000 depending on qualifications and experience

Equity Statement:

Our entire mission is based around the belief that every child deserves to have access to the mental and physical benefits of youth sports participation. Unfortunately, in today's youth sports industry, access to financial resources plays a major role in whether a kid has the opportunity to participate in a sport.

As an organization, we are making significant efforts to create a board and staff composition that will reflect the constituency that we serve so that we can be better stewards of our mission. It is vitally important that we have authentic voices in our internal discussions when determining how to best make an impact on the kids we serve.

How to Apply:

To apply, submit a resume and cover letter to jobs@levelingtheplayingfield.org with "Program Director - Buffalo" in the subject line.