



## **Program Director - Western New York**

### **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 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 - Western New York
- Manage all LPF - Western New York 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

#### **Community Engagement & Fundraising (30%):**

- Donor & stakeholder relations
- 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
- Identify prospective funding opportunities

**Operations (40%):**

- 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:**

Leveling the Playing Field provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

A diverse staff enables us to better carry out our mission. We encourage individuals of all backgrounds to apply.

**How to Apply:**

To apply, submit a resume and cover letter to [jobs@levelingtheplayingfield.org](mailto:jobs@levelingtheplayingfield.org) with "Program Director - Western NY" in the subject line.