

RADIAN

Seeking: **Director of Programming at Radian**

Location: Denver, CO

Compensation: Commensurate with experience

Radian is a Denver-based non-profit architecture and urban design group that serves community advocates through a people-centered approach in the pursuit of social equity.

Radian exists to advocate, design and build. We are passionate about designing vibrant spaces, and implementing a new way of design that promotes empowerment and inclusivity among communities. Through architecture, urban planning and community engagement, our organization executes strategic planning to lessen the barrier for residents to access healthy food, high quality education, attainable housing and overall increase social equity. Radian takes a people-centered, place-based approach to every single one of our projects, in order to meet the unique needs of the people in one given location. We believe in collaborating with community members and organizations to strengthen local people power through capacity building and strategic partnerships.

The Director of Programming role is an opportunity to lead strategic impact, implementation of community programming and initiatives, and management of program staff. That scope includes improving: internal strategy and capacity, fundraising, and systems based change around our existing and future initiatives. This position will work creatively with the Executive Director to develop new grant and technical assistance strategies, activate new and existing funding relationships, manage existing programming, and manage personnel/ contract partners.

The Week Might Include:

Support and collaborate with Executive Direct for the following new business activities:

- Respond to Inquiries (i.e. RFQ/RFP/Portfolio Requests/Interviews) that are "normal" and templated. Support from E.D. & Grant Writer
- Respond to Inquiries (i.e. RFQ/RFP/Interviews) that are "exceptional" by working with staff on strategy, research, and response. Support from E.D. & Grant Writer

Lead, direct, and supervise two groups of activities:

Program Strategy/ Operations:

- Manage P.M.'s, staff, & subcontractors for existing and future projects
- Manage organizational financial flow sheet with E.D. and bookkeeper
- Manage all existing grants/ contracts and financial budget compliance (work with each P.M.)
- Manage large-scale initiatives including Congregation Land Campaign and community engagement initiatives
- Task based project management platform for independent contractors and other partners
- Putting together proposal content and financial reports
- Coordinate project/ grant specific needs with P.M.'s
- Assist with business plans and strategy for spin-off initiatives

- On-boarding and off-boarding sub-contractors
- Coordinate and assemble invoices/ time sheets from staff and contractors (coordination w/ bookkeeper)
- Research, strategize, and implement new grant "initiatives". These may be outreach to new sectors, and activities we initiate within our existing programming
- Translate our advocacy and outreach work into contract/ implementation work

Community Project Pipeline and Future Opportunities:

- Organize grant calendar (work with grant writer)
- Manage CRM for existing and future opportunities (work with E.D. and grant writer)
- Write and organize grant report submissions (work with P.M.'s)
- Running flow sheet of projects and responsibilities for independent contractors (master sheet)
- Project leads spreadsheet & proposals spreadsheet (work w/ E.D.)
- Initial project planning and subcontractor negotiation
- Organize and monitor project budgets
- Outcomes (measurement and evaluation planning with consultant)

We are looking for a team member who is committed to:

- Using design as a tool to advance social equity
- Taking initiative and ownership over projects
- Working both collaboratively & independently
- Leadership in managing multiple project initiatives at once with staff members
- Applying themselves creatively to solve complex problems within the built environment
- Shares a passion and has demonstrated experience advancing social equity
- Enjoys supporting our clients and partner organizations
- Embraces the complexities that are inherent in community-centered design
- Boasts strong outward-facing communication and organizational skills
- Communicates effectively, graphically and verbally, to engage stakeholders effectively

Qualifications

- High organizational skills and track record of balancing multiple priorities
- Demonstrated experience in community-centered design and advocacy
- Degree in architecture, landscape design, urban design, human-centered design, or other related fields preferred
- Experience in managing personnel
- Experience in project management, urban design, community engagement. Advocacy and policy work a plus
- Strong verbal and written communication skills
- Strong research and data analysis skills
- Comfort with public speaking
- Experience with direct civic engagement, including but not limited to: organizing a design charrette or workshop or hosting a community forum
- Fluent in Adobe Creative Suite a plus
- Bilingual a plus

Benefits

- Unlimited vacation & PTO days. We believe in flexibility and balance
- Healthcare coverage
- Paid Holidays

- Continuing education

Commitment: This position is full-time salaried employment. The Director of Programming will report directly to the Executive Director.

Interested in applying? Please email one file containing an interest letter, resume, and design portfolio to: admin@radianinc.org with the subject line "Director of Programming."