



Director of Programs and Operations

AYA Foundation

Location: Colorado (Hybrid)

Headquarter: Denver, Posner Center for International Development, 1031 33rd Street, Denver, CO

Position Type: Full-time

About AYA Foundation:

We are Colorado's Black-serving and Black-led Operating Community Foundation (public charity IRS designation 501(C)(3), 509(a)(2))

Mission: To lead an Economic Revolution by supporting members of the Black community in building their wealth through access to education, training, networks and funding.

Vision: To have a restorative and transformative effect on the Colorado landscape, leading to generational health and wealth for Colorado's Black community.

Principles: Ubuntu (I am because we are). To meet beneficiaries where they are, prioritize those furthest from resources, go beyond funding and programming, foster partnerships, cooperation and innovation across the ecosystem.

Position Overview:

The Director of Programs and Operations will play a critical role in advancing the mission of the AYA Foundation by overseeing the strategic development, implementation, and management of all programs and operations. This position requires strategic thinking, management and hands-on operations skills and experience, strong leadership skills, a passion for community service, and a commitment to economic equity.

Key Responsibilities:

Program Development and Management:

Responsible for the design, implement, manage and evaluate AYA Foundations core programs: JumpStart My Business, Nav to Connect/One-on-One Business Coaching, Bookkeeping Support Program, Credit Repair Program, Grants, Harambee Holiday Market, AYA Connections and special projects as assigned. Work with AYA's contractor to execute successful implementation our key programs throughout the year.

Operations Management:

Oversee the day-to-day operations of the foundation to ensure efficiency and effectiveness, including grants management, program budgets, entrepreneur supports and connections, grants and impact reports, database management, research, some board management work, event logistics, etc.

Develop, implement or update operational policies and procedures.

Leadership and Staff Management:

Provide leadership and supervision to volunteers

Work collaboratively with contractors

Community Engagement and Advocacy:

Represent the foundation in community meetings, events, and public forums.

Advocate for policies and initiatives that support economic equity and wealth creation for the Black community.

Work closely with community leaders to identify needs and opportunities for collaboration.

Monitoring and Evaluation:

Work in collaboration with evaluation contractor to implement and improve AYA's evaluation process.

Prepare and present reports on program outcomes and organizational performance.

Use data and feedback to continuously improve program offerings and operational practices.

Qualifications:

- Bachelor's degree in Nonprofit Management, Business Administration, Social Work, or a related field; master's degree preferred but not required.
- Minimum of 8 years of experience in program management, philanthropy, project management, nonprofit operations, or a related field.
- Strong understanding of economic equity issues and wealth gap challenges faced by the Black community in Colorado.
- Strong understanding and experience of philanthropy, business and management software to include databases, grant management systems, project management systems, data collection systems, donor relationship management systems and marketing and communications platforms.
- Proven leadership and management skills.
- Excellent communication, interpersonal, and relationship-building skills.
- Demonstrated ability to manage budgets and financial resources.
- Experience with community engagement and advocacy work.
- Strong problem-solving and strategic thinking abilities.
- Commitment to the mission and values of the AYA Foundation.

Compensation:

Salary Range: \$80,000 to \$85,000 per year, plus a generous benefits stipend

Professional development opportunities.

Flexible work environment (hybrid work)

Reports to: Benny Samuels, CEO

How to Apply:

Interested candidates should submit a resume, cover letter to community@AyaFoundation.org by November 8, 2024.

The AYA Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.