



**Director of Programs- Recruitment Description
Virginia Community Action Partnership (VACAP)**

**Announced: 11/18/22
Position Open Until Filled
To Ensure Consideration Apply by December 14, 2022**

The Virginia Community Action Partnership is seeking a Director of Programs to lead its growing leadership in securing and implementing grant funding to assist community action agencies and our partners in delivering best practices in economic mobility. VACAP is a thriving nonprofit organization with a culture of collaboration with partners, mission commitment to serve low-income Virginians and an employer that strives to be wonderful place to work through flexibility, competitive pay and benefits, encouragement of new ideas, support of team members professional development goals, commitment to diversity, equity, and inclusion and both a bold and genuine commitment to the mission of ending poverty.

VACAP is the statewide membership association for Virginia's thirty-one non-profit private and public community action agencies. VACAP's mission is to build the capacity and competencies of Virginia's community action agencies to achieve their mission of creating economic opportunities and facilitating mobility from poverty for the people of Virginia. At VACAP, we are committed to a future in which all of Virginia's community action agencies are high impact and people and places across Virginia are thriving.

This position will collaborate with the CEO and COO on presenting options to the VACAP Board for continuing to grow and build upon the vision of stronger and deeper collaborations that can create pathways from poverty to prosperity in Virginia. VACAP is a small but growing team and the CEO, COO and Director of Programs along with our team of consultants work together on all tasks of the organization needed to achieve the mission.

The initial grants funding the position includes coordination, outreach and grant implementation on food access, diaper distribution and wraparound services to VACAP's network and partners. VACAP was selected to lead an innovative statewide and national initiative to provide wraparound services and diaper distribution to low-income families at four pilot sites across the Commonwealth and in collaboration with leadership at partner organizations. Only six programs across the nation were selected for this multiyear effort to serve and track the outcomes of the initiative. The successful applicant will work with a federal research team, four project teams in Virginia and colleagues in other states to pilot and demonstrate the need for serving low-income

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families with diaper distribution efforts combined with holistic wraparound services such as job training and placement.

The Director of Programs will coordinate to bolster food access efforts by community action agencies and food access partners. This will include written and oral communication to our members and partners, grant management and grant writing.

The successful applicant will report directly to the VACAP President & CEO and will have the opportunity to work in a collaborative work environment in a small nonprofit organization that is growing, passionate about its mission of serving low-income Virginians and strives to be a wonderful place to work with competitive salaries and benefits including health and dental insurance, 14 ½ paid holidays, 30 days of PTO per year and 5% employer 403b contributions with no match requirement. The position is full time, based in Richmond, Virginia and has a flexible telework policy.

Hiring Range: \$65,000 - \$77,000 annually depending upon experience.

Duties and Responsibilities include but are not limited to:

- Serve on VACAP Executive Leadership team and collaborate with the CEO and COO on VACAP's vision and mission in partnering to deliver VACAP's communication and training schedule
- Lead and implement the new \$1.2 million federally funded Virginia Diaper Distribution and Wraparound Services Collaborative Project
- Provide virtual training, regular virtual meetings, guidance, contractual oversight, and support to the project teams in Southwest Virginia, Richmond, Hampton Roads, and Williamsburg/James City County project sites.
- Interact with U.S. Health and Human Resources grant and research team to ensure compliance and collaboration with federal goals and guidelines for this grant and with the other state project teams.
- Investigate and implement opportunities to save costs through cooperative procurement/purchasing efforts with project sites and explore other shared services
- Implement new grant funding focused on food access and building support within community action agencies for regional Hunger Access Coalition leadership and participation



- Assist the CEO and COO in fundraising with other federal, state, private and foundation sponsors to build additional resources for existing programs and new programs
- Work with CFO and COO to ensure timely reimbursement of project partners
- Develop and oversee reporting and data collection efforts in compliance with federal guidelines
- Coordinate development of written media content for VACAP and partners such as press releases and VACAP News
- Present information about VACAP and its programs through speaking engagements

Qualifications: Bachelor's Degree or equivalent experience with strong background in grant management, especially federal grant management. Project management credentials and skills are sought along with excellent writing and presentation skills. Background in procurement and cooperative purchasing are also preferred. Role requires a leader with an excellent collaboration and partnership building mind set.

VACAP is an equal opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, gender identity, national origin, age, sexual orientation, military status, disability or any other characteristic or status protected by law.

To apply, please submit cover letter and resume via email to info@vacap.org.