



**OPEN POSITION: Program Director, Social Impact**  
**Reports to: President & CEO**

**The Play Equity Fund** is a non-profit organization focused on bringing the transformational power of sport and structured play to all children, regardless of their zip code and socio-economic status.

**Summary:** Reporting directly to the President + CEO, the Program Director, Social Impact will execute against strategic projects, managing/support internal and external stakeholder expectations, and project plan. The Program Director will have project and program management background to oversee and support the successful delivery of several strategic initiatives. The individual is a proven leader with experience managing cross-functional project initiatives, coordinating senior level/high profile stakeholders, and driving implementation through collaborative teamwork critical to the success of high profile and strategic partnerships. This position is cross-functional and collaborates with multiple departments, including but not limited to operations, marketing, partnerships, programs and executive leadership. The individual will also have experience using data to track project progress and developing summary and detailed reports to support transparent communications to stakeholders.

**RESPONSIBILITIES**

- Implement and manage cross-functional projects through lifecycle.
- Create, manage and present detailed project plans and supporting documentation.
- Coordinate teams and project resources for on-time task completion
- Support coordination with other departments through clear documentation, communication, and management of the project plan.
- Design, develop and distribute program reports and analytics that effectively track project progress to defined metrics and support stakeholder review
- Drive alignment across all internal special projects and flag project interdependencies
- Develop and cultivate relationships with internal and external stakeholders
- Manage and report on the program internal budget and resources.

**Qualifications and Skills**

- 7+ years of experience in project manager
- 3+ years of experience in program management
- Exceptionally detail-oriented with the ability to manage projects from inception through execution
- Ability to effectively multitask, prioritize, organize and collaborate, especially on multiple projects with competing priorities simultaneously.
- Effective verbal and written communication skills. Able to adapt communication style to suit different audiences.
- Demonstrated experience managing stakeholder expectations through clearly defined project objectives and focused execution against plans.
- Creating problem solver who is interested in understanding different points of view and new ways of approaching problems.
- Mission-driven with a demonstrated passion for the Play Equity Fund's work; strives to model organizational values through daily actions and behaviors
- Excellent time management skills, with the ability to work efficiently and multi-task in an unstructured environment with frequent interruptions and demanding deadlines.
- Ability to adapt and make sound decisions due to last minute changes.
- Adaptable and comfortable working on dynamic projects.
- Knowledge and passion for youth development.
- Master's Degree or an equivalent combination of a Bachelors degree and experience.



*Working Conditions:*

General office environment; (COVID-19 considerations: temporary remote work according to the County health guidance and protocols with in-person and on-site work based on work duties)

- Physical demands include lifting and moving equipment and supplies up to 25 pounds, visual acuity in reviewing detailed computer records, physical requirements related to sports activities and periodic travel.
- Occasional weekend, late afternoon, and evening hours.

The above description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments.

*Compensation:*

- Range: \$85,000 - \$100,000; Commensurate with experience.
- Health, dental and vision insurance; Flexible spending account, 401(k), Paid time off

Please send resume, cover letter and a list of references to: [info@playequityfund.org](mailto:info@playequityfund.org)  
→ Refer to PlayEquityFund/[Full Name] in the subject line.

We will review applications as they are received and will contact prospective candidates directly, please no calls.

The Play Equity Fund is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.