

JOB ANNOUNCEMENT

JOB TITLE:	DIRECTOR OF PROGRAMS (DOP)
DEPART./PROG.:	Executive Administration – Programs
REPORTS TO:	Executive Director
JOB TYPE:	Full-time; Exempt; Confidential; Executive Team
JOB LOCATION:	Fully Remote; Within contiguous United States. Preferably within the Washington DC/Metro area. Must be available between the hours of 9:00a – 6:00p EST.
SALARY RANGE:	\$135,000 - \$143,500 annualized
BENEFITS INCLUDE:	Medical, Dental, and Vision Insurance, Life/AD&D; FSA; Paid time-off (Vacation & Sick days, all Federal Holidays); Paid Family Leave; FMLA; Professional Development financial support.

Our Mission & Vision

Black Owners of Solar Services (B.O.S.S.) was launched in the Fall of 2020 after an inaugural Solar Equity Summit (SES) on September 29, 2020. Our mission is to combine and leverage the collective power of its members - entrepreneurs, financiers, veterans, attorneys, engineers, contractors, developers, and other peer partners - to lead actionable solutions for sustained access to equitable opportunities in clean energy production, distribution, and storage for Black-owned businesses. B.O.S.S. envisions a future where thriving Black-owned businesses lead the clean energy sector, driving equitable access to sustainable opportunities. Our goal is to create an inclusive world where we all flourish, leading the way towards a cleaner and more sustainable future for all.

Position Overview

As a member of the executive team, the **Director of Programs (DOP)** is responsible for overseeing the strategic direction and daily operations of B.O.S.S. programs. The DOP leads all aspects of program innovation, design, implementation, and impact measurement, while offering motivational and inspirational leadership across the organization—with a strong focus on the program team.

The ideal candidate brings a steady, objective presence and a strong commitment to continuous improvement. They are analytical and results-driven, capable of navigating complex information and optimizing processes for accuracy and efficiency. The DOP will also take initiative and ownership in delivering measurable impact.

The DOP will lead and support a team responsible for delivering programs in the following core areas:

- Workforce Development
- Small Business Development
- Community and Member Engagement
- Program Evaluation, Training, and Innovation

The DOP plays a key leadership role in the organization's strategic planning and decision-making processes, helping to ensure that program strategy and execution align with B.O.S.S.'s overall mission and direction. Reporting directly to the Executive Director (ED), the DOP collaborates closely with fellow executive team members to develop strategy, manage resources, and foster a culture of continuous improvement across all program areas. The DOP also engages with the Board of Directors under the guidance of the ED—preparing reports for Board meetings and serving as the staff liaison to the Program Committee.

Responsibilities include (but are not limited to):

Program Management

- Oversee the design, development, implementation, evaluation, strategic planning, service delivery, and management of all B.O.S.S. programs. Ensure all programs align with the organization's mission and strategic goals.
- Collaborate with the Executive Director and the executive team to develop and execute the strategic plan that enhances program quality and expands services.
- Act as a thought partner to the Executive Director on all aspects of organizational strategy and day-to-day operations, with a special focus on the organization's programs.
- As a member of the executive team, provide holistic strategic and operational oversight to the organization and its employees.
- Establish annual program and staff goals and objectives and track results against these goals as well as accountability protocols, ensuring that the expectations of funders, partners, constituents, clients, and other stakeholders are consistently met.
- Oversee effective program operations, including maintaining up to date program policies, protocols, and processes that ensure equity and success.

Evaluation, Impact Analysis, and Innovation

- Consistently explore opportunities for program expansion and innovation by staying abreast of key workforce and small business development trends and issues. Identify and incubate new program opportunities driven by program data and through external trends and issues.
- Ensure timely data collection and reporting so that all staff have one source of data.
- Analyze, assess, and continuously improve programs based on data collected and implement corrective measures if needed.

Leadership and Staff Development:

- With input from the ED, HR, and Finance, design staffing plans that achieve program goals and objectives, ensuring alignment with B.O.S.S. core competencies and values.
- Provide direct supervision and mentorship to direct reports and other program staff.
- Foster a collaborative and inclusive team environment, promoting professional development and growth among staff.
- Identify skills gaps and needs and ensure training opportunities that will develop program staff capacity to deliver impactful programming.
- Implement performance management systems that align with organizational goals and promote accountability.

Fundraising and Fiscal Management:

- Partner with the Director of Development & Communications, supporting fundraising efforts, including grant concept development, writing, reporting, and meetings with funders, government agencies, and other stakeholders.
- Partner with the Executive Director, Finance, and HR to develop and manage an annual program budget, ensuring effective allocation and utilization of resources.

Community and Stakeholder Engagement:

- Serve as a primary liaison with community partners and stakeholders, ensuring effective communication and collaboration.
- Represent the organization at community events, meetings, and on committees as needed.
- Advocate for policies and practices that support clean, renewable, and sustainable energy and provide pathways to success for entrepreneurs within the space.

Minimum Qualifications include (but are not limited to):

- Bachelor's degree from an accredited four-year college or university in nonprofit management, environmental studies, public policy, business administration or a relevant field required. Advanced degree preferred.
- Minimum of 7-10 years of related experience in hands-on program management developing, implementing, and managing successful programmatic strategies within nonprofit organizations. Minimum of 5-7 years of supervisory or management experience.
- Strong leadership and organizational skills, with the ability to manage multiple programs and projects simultaneously.
- Proven ability to conceptualize and describe programmatic needs, including the value of developing and maintaining clean/renewable/sustainable energy sources (especially those provided by Black and brown people). Commitment to racial equity, social justice, clean energy, environmental sustainability, and climate justice.
- Ability to successfully manage and develop high-performance teams and implement program strategies. Comfort with quantitative and qualitative data; Ability to analyze and interpret quantitative and qualitative data to drive program improvements.
- experience in KPI development and implementation.
- Ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Proficiency in budget management and resource allocation.
- Advanced communication and interpersonal skills, with a demonstrated ability to build and maintain relationships with diverse stakeholders.
- Familiarity with nonprofit government grant procurement processes as well as ensuring compliance with such grants. Understanding of government bid and procurement portals (e.g. SAM.gov, VIPERS etc.).
- Advanced -level proficiency in utilizing technology and software for program management (e.g., CRM systems, project management tools, mentoring platforms, organizational tools, communications/productivity platforms, learning management systems).
- Advanced-level proficiency with solid, measurable experience in using a variety of software applications, social media platforms, and other databases (e.g. Microsoft 365, Microsoft Teams, Outlook, MS Office, Adobe, Zoom, Instagram, Twitter, Facebook, LinkedIn, YouTube); AMS/CRM, and membership management software, specifically Your Membership.
- Fluency in written and oral English (Required); Bi-lingual (English/Spanish) highly desirable.
- Proof of eligibility to work in the US (Required); Ability to travel throughout the contiguous 48 states as necessary.

How to Apply: REQUIRED SUBMISSIONS (MUST INCLUDE ALL ITEMS LISTED)

Submissions **via email only** to: HRjobs@blacksolar.org with the subject line: **Director of Programs (April 2025)**

1. Resumé plus a Cover Letter (which must include all of the following):

a) Your personal & professional motivation for seeking this position. **b)** The identities, perspectives, and experiences that you would bring to B.O.S.S that are important to you and/or are relevant to the organization's work.

2. Three (3) Writing Samples (all solely your own work and must be anonymized to protect original organization and stakeholders):

(1) Program Proposal or Grant Narrative; **(1)** Board or Executive Briefing Document; **(1)** Program Impact Report or Evaluation Summary.

3. Three (3) professional references (at least **one** reference must be from a current or recent **immediate** supervisor).

B.O.S.S. is committed to providing reasonable accommodations to pregnant people and qualified individuals with disabilities, including in the application process. If you need a reasonable accommodation to participate in the application or interview process, please send an email with the subject line "Reasonable Accommodation Request" to: HR@BlackSolar.org