Job Posting: Program Director
Location: Currently remote, will be based in our Brooklyn, NY office in DUMBO
Status: Full-time/Overtime Exempt
Salary: $100,000 per year plus health benefits and generous paid time off
Reports to: Executive Director

Cave Canem Foundation, Inc., founded in 1996, is one of the most important organizations for U.S. literary arts and letters and offers the premier space for the cultivation of African American poetry. We seek a Program Director who will build on the organization’s successful 25-year history and, in conjunction with the Executive Director, Board of Directors and staff, and develop and implement compelling and innovative public programming and professional development programs in New York City and nationally.

At this pivotal moment in Cave Canem’s history, the board of directors is undergoing strategic visioning and planning work to set the course for the next quarter century; building and revamping the organizational chart to have a staff to sustain the organization’s efforts; and developing increased organizational capacity, including increased fundraising efforts. Cave Canem will continue to be a home for and a support to African American poets across the country.

The Program Director reports to the Executive Director and is responsible for the organization’s artistic programs, including producing the annual retreat, public programs, regional workshops and other offerings, running the process to award the organization’s annual poetry prizes, and new programs as developed. The Program Director will assist in maintaining the relationships with alumni faculty and fellows, facilitate ongoing relationships with that body and support ongoing
education, career advancement, and community-building opportunities. The Program Director will manage a department assistant and the annual Retreat staff.

QUALIFICATIONS:

- Bachelor’s degree
- 5-7 years of senior-level professional experience, ideally in a non-profit organization literary organization with program development and execution responsibilities
- Passion for literary arts, culture, and serving communities of color
- Experience managing 1-3 staff
- Experience creating and managing project budgets and timelines
- Effective communicator with exceptional interpersonal skills
- Positive leader invested in the creation of a positive work environment and mentoring and supporting the staff

KEY RESPONSIBILITIES:

- Oversee the development and execution of the annual retreat and public programs (local NYC and national), from idea to completion ensuring programs meet set deadlines, milestones and evaluation.
- Manage and adhere to department budget, including setting annual program and expenditure; work with the Executive Director to identify needs, gaps and opportunities.
- Be an active participant in the literary community and surveyor of the field, engaging in conferences, readings, professional organizations and cultivate new and existing organizational partnerships
- Provide timely and accurate information for the
communications, engagement and development teams as needed to publicize and fundraise for programmatic efforts

- Assist in facilitating ongoing relationships with the Cave Canem fellow and faculty alumni body
- Stay current with the literary field, specifically African American poetry and poetics
- Create a positive and healthy department culture, overseeing direct reports and providing mentorship and professional development opportunities
- Prepare program-related narrative for grants and other institutional needs
- This position requires some travel throughout the year

To apply, please send a cover letter highlighting relevant experience, resume, the names and contact information of two references as a single PDF document by email to: careers@ccpoets.org, subject line: “Program Director (your name).”

Applications will be accepted until the position is filled. Though we will not be able to contact all applicants, we hope to invite a first round of interviews in December 2021.

Cave Canem Foundation, Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Cave Canem Foundation, Inc. is committed to building a culturally diverse community, and strongly encourages applications from female-identified candidates and candidates of color.