

Position Title: Director of Community Advocacy and Programs

Salary Range: \$80-88,000

Hybrid position

Overview

The Deaf-Hearing Communication Centre is a regional not-for-profit organization promoting communication accessibility, equality and cultural awareness to the Deaf, hard of hearing, DeafBlind and hearing communities. The Director of Community Advocacy and Programs is a key role for advancing equal communication access and economic development for Deaf, hard of hearing, and DeafBlind individuals in Pennsylvania.

Position

Reporting to the Executive Director, the Director of Community Advocacy and Programs is a vital member of the leadership team and plays an active role in shaping strategic direction for DHCC. Working in close partnership with the Executive Director, this position leads fundraising, business development, community engagement and education initiatives. With a strong focus on strategic planning, the Director brings clarity of vision and prioritization to guide the team's efforts and advance organizational goals. The ideal candidate will cultivate new partnerships to strengthen DHCC's visibility, impact and regional funding base.

This position operates in a hybrid capacity-mostly remote- with regular on-site responsibilities related to events, outreach, and internal coordination.

Responsibilities

- Support and partner with the Executive Director and board members on all major business development and fundraising outcomes.
- Support community engagement and education managers in the development and implementation of community advocacy and engagement programs.
- Develop and maintain communication and contact with community organizations and other agencies.
- Collaborate with Development Manager as they fundraise and apply for and manage grants.
- Monitor all funding information; provide and present summary analysis to senior leaders, Executive Director, and board.
- Collaborate with the executive team to develop and implement DHCC's financial strategies.

- Review budgets and finances monthly to ensure programs are on track or adjustments are made.
- Develops Public Relations strategies and content.
- Work with Program Managers to identify gaps in internal and external training programs and come up with strategies to fill needs.
- Supports all DHCC events.
- Represents DHCC at meetings and in seminars with the public to disseminate information regarding deaf advocacy in the home and workplace, or any other subjects/issues that may be of concern.
- Prepares and submits required reports for all programs to the Executive Director.
- Learn all aspects of the job of the Executive Director and fill in as “Acting Executive Director” in their absence, if called upon.
- Support the Executive Director with any assigned duties.

Supervisor Responsibilities

- Review and approve time sheets and PTO requests for assigned Program Managers
- Resolve any time, assignment, or discipline issues with assigned employees. Manage day to day operations of the Program Managers and their departments. Reviews strategic plan and works with Program Managers to come up with strategies to grow the program areas.
- Holds regular brainstorming meetings with the Program Managers to come up with new tactics to address community advocacy, ASL teachers, and community engagement.
- Coaches and mentors Program Managers so they feel comfortable talking to the media, visiting with customers, completing bids and negotiating, as needed.
- Work with Program Managers to develop and implement strategic marketing plans in alignment with their 1–3-year strategies.

Qualifications

- 5-plus years of professional experience in a nonprofit organization; demonstrated success managing and forging relationships with the community and multiple grantors
- Excellent communication skills.
- Strong organizational skills with exceptional attention to detail.
- Flexible and adaptable management style.
- Ability to work both independently, but also a team player who will productively engage with others at varying levels of seniority within and outside DHCC.
- Ability to construct, articulate, and implement annual strategic development plans.
- Experience with American Sign Language or the Deaf community is required.

The salary range for this position is \$80,000 to \$88,000. The position is open until filled.

DHCC is proud to be an Equal Employment Opportunity employer. We value diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

We recognize that marginalized populations, including but not limited to Black, Indigenous, People of Color, LGBTQ+ individuals, and people with disabilities, face systemic barriers in the workplace. At DHCC, we are dedicated to breaking down these barriers and ensuring that our workplace is a place where everyone can thrive.

Interested candidates, please send your cover letter and resume to:

Sarah Greto
HR|Office Manager
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