

## Chicago Cultural Alliance (CCA) | Director of Programs

**Title:** Director of Programs

**Salary:** \$70,000/yr + benefits

**Type:** Full-time, primarily remote (in-person attendance required for all events)

### **Who We Are**

The Chicago Cultural Alliance is a 501(c)(3) nonprofit organization with the mission to connect, promote, and support centers of cultural heritage for a more inclusive Chicago. We unite close to 50 Chicago-area cultural heritage museums, centers, and historical societies that span 23 neighborhoods and 11 suburbs in the Chicago area and represent over 40 different cultures from around the world.

Site: <https://www.chicagoculturalalliance.org/>

We are searching for someone to join our small team of passionate cultural advocates and administrative professionals. The Director of Programs would join three full-time staff members, work with our all-volunteer board of directors, and a wide network of volunteers. We pride ourselves on a supportive, flexible work environment advocating for diverse communities and voices.

### **Schedule**

The CCA team works remotely with one in-office day per week required. The exception will be for the Director of Programs who will need to be on-site for in-person programs.

### **Position Summary:**

The Director of Programs is a senior leader responsible for the strategy, planning, and execution of the Chicago Cultural Alliance's programs and member-facing initiatives. This role blends strategic leadership with hands-on execution, ensuring programs are mission-aligned, well-managed, and impactful.

Working closely with the Executive Director and a small team, the Director of Programs will lead the planning and execution of signature events as well as smaller community events, programs and webinars, serving as a visible representative of the organization at events. The Director will use data and program insights to inform decision-making, support continuous improvement, and contribute to updates for leadership. This position requires coordination with CCA staff, volunteers, and partners in a highly collaborative environment.

## **Requirements**

- 5-7+ years of experience in program management, cultural programming, nonprofit leadership, or a related field.
- Candidates *must* live in the Chicagoland area.
- Demonstrated ability to lead both strategy and execution in a small or resource-constrained environment.
- Strong project management and organizational skills, with the ability to manage multiple priorities.
- Ability to reliably travel throughout the Chicagoland area to support programs, events, and partner engagement.
- Will be required to work on a computer, use Google Workspace apps (Google Drive / Docs / Sheets / Slides), Asana, CRM systems (Neon), Zoom, email, and messaging software.
- All team members of the CCA must follow our organizational mission to support, promote, and advocate for the centers of cultural heritage that we unite. This requires cultural sensitivity, an interest in other cultures, advocacy, and related topics. We strongly recommend that applicants review the [Chicago Cultural Alliance mission statement](#) before applying.
- Ability to work both independently and as part of a small, highly collaborative team.
- Must have regular and reliable access to the Internet.
- Excellent communication skills, including public speaking and stakeholder engagement.
- Ability to track, analyze, and use program data to inform decisions and improve outcomes.

## **Key Responsibilities**

### **Program Strategy & Planning**

- Lead the development of an annual program plan in partnership with the Executive Director, including priorities, calendar, and budgets.
- Define program goals, success metrics, and key milestones across all initiatives.
- Ensure all programs align with CCA's mission and deliver value to members and partners.

### **Program Execution & Operations**

- Oversee end-to-end execution of programs and events, from planning through post-event evaluation.
- Develop and manage timelines, logistics, and resource needs across multiple concurrent initiatives.
- Partner with the Operations Manager to ensure strong project management, documentation, and smooth event execution.
- Take a hands-on role in program delivery as needed, including coordination with venues, speakers, and partners.

## **Team & Cross-Functional Leadership**

- Provide day-to-day leadership for program-related work across a small team, contractors, and volunteers.
- Collaborate closely with Marketing on program promotion, audience development, and communications strategy.
- Work with the Executive Director and Programs Committee on major initiatives and flagship events.
- Identify when additional support is needed and coordinate volunteers or external partners accordingly.

## **Membership & Stakeholder Engagement**

- Strengthen relationships with members, partners, and key external stakeholders.
- Contribute to strategies that grow membership, partnerships, and community engagement.
- Partner with staff to ensure volunteers are well-integrated into program delivery.

## **Data, Evaluation & Continuous Improvement**

- Establish clear methods for tracking program participation, outcomes, and impact.
- Lead post-event evaluations and team debriefs to inform continuous improvement.
- Ensure key program information and insights are documented and accessible for future use.

## **Special Projects & Organizational Support**

- Support program-related grant narratives as needed.
- Lead recurring programs such as monthly Town Halls, Archives Crawl, annual meeting of membership, Activating Heritage conference, and other signature offerings.
- Play a leadership role in major events, coordinating across staff, board, and partners.

## **Benefits**

- Medical coverage (50% employer paid)
- 7 paid holidays + paid winter break (Dec. 24<sup>th</sup> through January 1<sup>st</sup>)
- 16 days paid time off (accrued)
- Various professional development opportunities covered by employer (ex. Conference attendance, workshops, online workshops or courses)
- Satisfying work advocating for Chicago's cultural treasures
- Regularly engaging with colleagues in Chicago's arts and cultural communities

## **How to Apply**

If interested, please send a **cover letter and a CV/résumé** addressed to Dr. Mónica Félix, Executive Director ([careers@chicagoculturalalliance.org](mailto:careers@chicagoculturalalliance.org)) with "CCA Director of Programs" as the subject. We ask that cover letters do not exceed 2 pages in length using size 12 font. **Only complete applications that include both a cover letter and resume/CV will be considered.**

### **Hiring Timeline**

Step 1: Select applicants will be invited to schedule a 45-minute Zoom interview.

Step 3: Applicants advancing to the next stage will be invited to an in-person interview with the hiring committee.

Step 3: Interviewers will contact applicant references, then make a job offer.

*We will accept applications until the position is filled.*

### **Equal Employment Opportunity Policy**

Chicago Cultural Alliance provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.