

# We are Good+Foundation.

## **POSITION SUMMARY - Program Director (Los Angeles)**

Good+Foundation is a leading national non-profit that works to dismantle multi-generational poverty by pairing tangible goods with innovative services for low-income fathers, mothers, and caregivers, creating an upward trajectory for the whole family. The organization partners intensively with a vetted network of social service programs to pair goods – such as cribs, car seats, and diapers – with counseling, employment assistance, co-parenting classes, and more. With operations in New York City and Los Angeles, Good+Foundation has provided more than \$112 million in essential goods since 2001. In recent years, Good+Foundation has added a Family Cash microgrants program to its in-kind donation model, providing more than \$1.1 million in cash assistance to date. Visit [www.goodplusfoundation.org](http://www.goodplusfoundation.org) for more information.

The Program Director will oversee all program and operational efforts for the LA office. This position requires a strong program lens for sustaining a robust partner network of anti-poverty organizations while cultivating new program partners and supporting the growth of the Good+ programming. This position will also work with Good+ staff to maintain and improve operational systems to ensure an efficient management of day-to-day operational management of the Good+ warehouses. This role will directly manage the Senior Program Coordinator and Operations Manager, with an indirect reporting relationship to the Warehouse & Donations Assistant position. The Good+ Training Academy is also housed in LA and is led by the Senior Director of Learning & Capacity Building and a Good+ Academy Trainer. The Good+ LA office has six full-time staff members.

## **PRIMARY RESPONSIBILITIES**

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### **Program Management**

- Champion Good+Foundation's mission through comprehensive program management to maximize program effectiveness on the ground in LA while ensuring that all programmatic components are in service to the organization-wide mission
- Lead efforts to ensure a strong, high-impact partner network in LA that includes spearheading LA program expansion efforts, identifying strategic programmatic opportunities and overseeing implementation of national strategy plans
- Conduct real-time assessments of the partner network—including formal surveys, in-person site visits, and virtual check-ins—to inform programmatic decisions and support adherence to the Good+ service model
- Work closely with the Senior Program Coordinator and Operations Manager to ensure that the LA partner network receives goods in a timely manner that responds to the real-time needs of program families
- Lead pilot program efforts and program events from inception to implementation, as opportunities arise

- Provide support for the partner convenings and other key components of the Good+ Training Academy to bring partners together to forge greater collaboration and knowledge sharing to amplify collective impact
- Participate in meetings, trainings, and other opportunities to connect more deeply with the anti-poverty social service sector to continue to develop Good+Foundation's expertise in innovative programming in LA

### **Administration & Operations Management**

- Oversee the Operations Manager in the smooth running of both LA warehouses, ensuring efficiency, excellent staff performance, and accurate inventory processing and donations
- Manage key LA budget line items and spearhead major physical space improvement projects as needed
- Work with Operations Manager to create a safe and secure working environment, setting clear operational priorities and standards for Good+ work in both facilities.
- Provide strategic guidance and support to the Operations Manager to optimize warehouse operations and drive continuous improvement
- Responsible for cultivating strategic operational partnerships, and maintaining excellent third party vendor relationships such as the auxiliary warehouse partnership and the Good+ landlord

### **Volunteer Program Support**

- Work closely with the Senior Program Coordinator to execute a high-quality volunteer program on the ground in LA that provides productive and meaningful volunteer opportunities while ensuring that the goods prepared are responsive to the needs of the Good+ grantee partner network
- Support the Senior Program Manager in identifying and implementing volunteer projects to provide a meaningful volunteer experience while increase operational efficiency and helping facilitate events, as needed
- Work collaboratively with the national volunteer team to support the growth of the LA volunteer program with a primary focus on cultivating new corporate engagement groups to help generate revenue and build relationships
- Work closely with the national volunteer team to actively prospect and network to identify and cultivate new corporate partnerships that expand volunteer resources and opportunities

### **REQUIRED EXPERIENCE & COMPETENCIES**

- Strong management and leadership skills
- A minimum of 3 years supervisory experience

- A passion for the Good+Foundation mission with expertise in the anti-poverty social service sector and a strong knowledge of the non-profit landscape in Los Angeles
- Experience overseeing and growing nonprofit programs, particularly in a small nonprofit environment
- Ability to manage competing priorities for both operations and program
- Interest in nonprofit warehouse management and operational processes
- Attention to detail and incredibly organized
- Excellent relationship builder and communicator

**Reporting and Supervision:** This role dual reports to the National Program Director and Senior Director of National Operations and Product Donations (both of these employees sit in the NYC office)

**Salary:** \$75,000 - \$85,000 a year

The benefits package includes fully covered health insurance, a 403(b) retirement plan with a 3% match after two years of employment, FSA and childcare spending accounts, as well as 14 paid holidays, 3 weeks paid personal and vacation time, and 6 sick days.

**Location:** This is a hybrid position - the position will be onsite 3 to 4 days a week at our Los Angeles office, with 1-2 days remote work per week depending on business needs. The office is located at 4403 West Jefferson Blvd, Los Angeles, CA 90016. Additionally, there will be occasional visits to the auxiliary partner warehouse in Bell, CA as needed.

**To Apply:** Please email your resume and cover letter to HR Manager, Eve Blane, [eve@goodplusfoundation.org](mailto:eve@goodplusfoundation.org)