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## MIHI PROGRAM DIRECTOR

### *Join Our Movement*

We're excited to be expanding! Made In Her Image is hiring a passionate leader and program director for their programs and partnership. Founded in 2018, Made In Her Image is a non-profit movement striving towards social equity in the film, media and entertainment industry for girls & women of color. We serve youths and young people ages 8 to 25 by curating engaging programming to foster media literacy and empowerment. Additionally, we offer programming and educational media for women who are breaking into the industry.

We are dedicated to the advancement of young girls and women in film, media, and technology, and strive to create and shape the film pioneers and revolutionaries of tomorrow. Through comprehensive stem development, we're engaging and empowering the next generation of storytellers, above & below the line.

Our mission is to give girls and gender non-binary youths of color the opportunity to create their own vision within the realms of film through programming, camps, workshops and more.

We're a grassroots organization built on leveraging our community to provide opportunities for the next generation.

## ***Our work includes:***

### ***Curriculum Building & Program Development***

Building and developing educational opportunities such as filmmaking camps, cohorts, and mentorship programs in culmination with our partners as well as in-house curriculum development and learning development forwarded by MIHI. We're also currently committed to developing an educational platform based on offering free educational programming and tools for MIHI movements across the globe.

### ***Grants & Partnerships***

We help foundations, corporations, government agencies, and other institutions achieve greater impact through MIHI's mission by partnering with specific partners to leverage and empower specific programs.

### ***Knowledge Sharing Through Community***

We offer workshops, speaking engagements and a range of mentorship based opportunities to level the playing field with film, media and technology. Our goal for our new Program Director is not only to help with the development of our key community programs, but to help build and organize efforts for a MIHI network.

## ***What will you do as MIHI's next Director of Programs?***

Based in Los Angeles, Phoenix or Remotely, our DOP will lead nonprofit programming working closely with MIHI and MIHI boards, community, volunteers and mentees.

MIHI is a growing organization, and the Director of Programs will be tasked with building and fostering a strong team, maintaining existing relationships, seeking opportunities for new partnerships, and strengthening MIHI programming workflows.

MIHI employees are not provided with a physical office space (as of now) and, as such, have the opportunity to work remotely from home or from other appropriate working spaces that fit their individual needs.

## ***The Position***

Reporting to the Director of Operations & CEO/ Founder, the Program Director is responsible for managing a portfolio of intermediary programs, seeking new opportunities, and serving as a resource in their field(s) of expertise.

- Develop and manage implementation of MIHI based curriculum programs for filmmakers and young girls as well as non-binary youth of color.
- Identify opportunities to apply MIHI' expertise and generate new intermediary engagements, including monitoring open RFPs, solicitations and contracting opportunities.
- Assist with developing, fundraising and budget tracking our individual grant based partnerships, programs and curriculum building. This includes fundraising through campaigns as well as campaign development in partnership with our Director of Content.
- Keep abreast of current trends and issues in *film, media and technology* and in the national nonprofit sector, and state-of-the-art approaches in organizational and leadership development.
- Represent MIHI publicly and help extend our civic reach through strategic networking and relationship building.
- Work with staff colleagues to assess developmental needs of grassroots nonprofit leaders; support grassroots nonprofit organizations and projects in government contract compliance.
- Plan content for peer-learning gatherings, trainings, and conferences; oversee staffing and logistics for program operations and events.
- Work with staff colleagues to develop content, document, and deliver curricula for training and workshop modules; facilitate peer-learning opportunities.
- Oversee staff, consultants and logistics for program operations and events.
- Provide supervision, coaching and mentoring for other program and administrative staff.
- Write and prepare proposals, reports, budgets, correspondence, and other documents.
- Manage various projects and other duties as assigned.

## **Requirements:**

- A minimum of 2-5 years of relevant work experience in nonprofit management, arts management and/or grantmaking, public policy, program development, community development, civic engagement, organizational or community

capacity building, evaluation, philanthropy, or other relevant field(s) required. BA, BS, Masters degree or equivalent experience a plus.

- Lived experience in a community traditionally under-represented in nonprofit leadership roles strongly preferred.
- Experience in arts organizations or arts grantmaking, with artists and cultural workers, and/ or arts for advocacy and social change preferred, especially within the film and entertainment space.
- Experience leading complex partner-funded contracting or grant initiatives, a nonprofit, or a startup venture is a plus.
- Experience or comfort with operating in knowledge organizations and thought leadership roles in an evolving organization; a creative thinking and problem solver.
- Commitment to racial equity and participating in Community Partners' equity and impact work.
- Familiarity with the landscape of LA's nonprofit, philanthropic, and government sectors strongly preferred.
- Experience working with diverse groups and in a team environment, with a collaborative and consultative style.
- Excellent organizational, analytical, and written/oral communication skills.
- Ability to manage multiple projects, priorities and deadlines.

#### **Additional Director of Program's Tasks:**

- Schedule Admin Meeting.
- Create and Update Admin Meeting Minutes.
- Attend all program meetings, take notes and email to MIHI Team.
- Facilitate the development and execution of the social media calendar.
- Create and send out a newsletter with event and program updates.
- Respond to all social media communications.
- Review and edit all social media assets and messaging.
- Organize the program timeline and send it to the board and CEO for approval.
- Assist in developing educational content for programs.
- Attend and support all educational program workshops.
- Assist in the development of MIHI Core Programs and Curriculum.
- Manage communication between MIHI and Partners during the programming period.
- Develop and manage digital marketing campaigns for Educational Programs.

- Created a targeted content campaign for each Quarter focusing on one key area of impact.
- Oversee MIHI social media channels, blog and newsletter. Utilized Canva to design and edit branded content. Manage and develop schedule for publication to maximum viewership and impact.
- Collaborate with volunteers, staff and partners, to develop content for events and educational programming to curate optimal design and digital representation.
- Meet with present and prospective partners to discuss collaboration and the development of educational programs to foster new opportunities for MIHI mentees.
- Organize and launch educational programs. Created framework for the programs, recruit and prep Mentors, set deadlines for program rollout, curated content and program curriculum, recruited and vetted program participants and assisted in moderating program sessions.
- Act as operational liaison for MIHI team, scheduled meetings, craft Admin meeting agenda, create a timeline for objectives and ensure their completion.
- Utilized Asana, Google Chat and Slack in tandem to foster communication hubs to ensure group cohesion and systematized daily and long-term operations for maximum efficiency.
- Manage and Organize MIHI Ambassador Program, Social Media Volunteer, and Internship Program

**Contract:**

12 month

**Salary:**

Starting at 50k