



# Poets&Writers

## DIRECTOR OF PROGRAMS & PARTNERSHIPS

The Director of Programs & Partnerships is responsible for planning, delivering, and evaluating programs that help creative writers develop their careers, build community, and reach readers and for creating partnerships that help expand Poets & Writers' service to writers nationwide. Current programs include our longstanding regranteeing program, Readings & Workshops; an ongoing series of online professional development courses; Get the Word Out, a publicity incubator for early career authors; and the Maureen Egen Writers Exchange Award.

The ideal candidate will have a passion for contemporary writing, deep knowledge of and engagement with the literary community, experience developing and delivering educational programs for writers. They will be creative and entrepreneurial, able to facilitate collaborative work both internally and externally. They will share Poets & Writers' commitment to antiracism and understand the specific challenges that writers of color face.

This is a full-time position in our New York City office. We offer a hybrid work environment, with potential to work from home several days per week; must be available to work in the office two days per week and additionally as needed. Some evenings and weekends required as programming demands. Annual salary: \$90,000, plus benefits including fully paid medical insurance and generous paid time off. The Director of Programs & Partnerships leads a team of two program administrators and reports to the Executive Director.

### **Responsibilities include:**

- Work both independently and collaboratively to deliver, evaluate, and refine programming that helps writers advance their careers, build community, and reach readers.
- Ensure that current programming meets the needs of writers, is aligned with P&W's mission and values, is in keeping with P&W's brand, and takes advantage of P&W's extensive content and resources for writers.
- Initiate and cultivate opportunities to advance our mission by working in partnership with other literary and community-based organizations.
- Apply a DEIAB-RE (Diversity, Equity, Inclusion, Access, Belonging, and Racial Equity) lens to ensure that programs work to break down barriers, create equitable access, and address the needs of BIPOC writers—as well as writers from other historically marginalized groups, such as members of the LGBTQ+ community, writers with disabilities, women, rural writers, and others.
- Manage budgets for programs: meet targets for earned revenue, deliver quality programs with available resources, track and report on revenue and expenditures.
- Collaborate with the Director of Development to develop grant proposals for support of programs, ensure compliance with the terms of grants funded, and report to funders.
- Work with marketing staff to ensure that marketing and outreach for programs reach their intended audiences.
- As a member of the senior staff, contribute to organizational and cross-departmental planning.
- Attend Board meetings and report on program impact.

## **Qualifications:**

- Minimum of five years' experience working for a literary nonprofit or aligned organization.
- Demonstrated success in developing, delivering, and evaluating professional development programs for writers.
- Experience building partnerships.
- Extensive knowledge of the literary field.
- Understanding of challenges that face writers who are Black, Indigenous, and People of Color, as well as those from other historically marginalized groups.
- Excellent verbal and written communication skills.

## **To Apply:**

Please send résumé and cover letter via email to: Melissa Ford Gradel, Executive Director, [mgradel@pw.org](mailto:mgradel@pw.org). Please include "Director of Programs" in the subject line. Attachments must be .doc or .pdf; other file types will not be opened. No calls, please.

***Poets & Writers is an Equal Opportunity Employer, committed to building a diverse and inclusive staff. Individuals from all backgrounds are encouraged to apply, including veterans and those with disabilities.***

## **ABOUT POETS & WRITERS**

Poets & Writers is the primary source of information, support, and guidance for poets, fiction writers, and creative nonfiction writers in the United States. Our mission is to foster the professional development of poets and writers, to promote communication throughout the literary community, and to help create an environment in which literature can be appreciated by the widest possible public.

We advance this mission through our flagship publication, *Poets & Writers Magazine*; [pw.org](http://pw.org), a website that offers information, inspiration, and a lively online community for writers; and programs that provide writers professional development opportunities, financial support, validation, and community. We sponsor the Maureen Egen Writers Exchange Award and the Jackson Poetry Prize. Our work is guided by our core values: service, inclusivity, integrity, and excellence, and by our commitment to becoming an antiracist organization. Learn more at [pw.org](http://pw.org).

*as of January 20, 2026*