



# Poets&Writers

## DIRECTOR OF PROGRAMS & PARTNERSHIPS

The Director of Programs & Partnerships is responsible for planning, delivering, and evaluating programs that help creative writers nationwide develop their careers, build community, and reach readers. Currently these include our longstanding regranting 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 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 face writers of color.

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 manages a team of two and reports to the Executive Director.

### **Responsibilities include:**

- Working 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.
- 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 staff the Board's committee on programs.

## **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 nation's leading nonprofit serving creative writers. 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 provides trustworthy advice, information, and a lively online community for writers; the Readings & Workshops Program, which pays writers fees for giving readings and leading workshops throughout New York and California, as well as in eight cities outside those states; and unique professional development opportunities, including Get the Word Out, a publicity incubator for emerging writers. We offer two significant awards: 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 our commitment to becoming an antiracist organization. Learn more at [pw.org](http://pw.org).

*DRAFT as of March 13, 2024*