



Veterans Breakfast Club

Director of Programming

The Veterans Breakfast Club (VBC) is a small non-profit that punches far above its weight to bring dynamic veteran storytelling programs to thousands of Western Pennsylvanians each year. We're seeking for immediate hire a smart, curious, creative individual with an intense interest in veterans' stories to expand our programming, both live and digital.

The VBC works to build a nation that understands and values the experiences of our military veterans by creating communities of listening around veterans and their stories. We believe that through our work, people will be connected, educated, healed, and inspired.

A. Job Summary

The Director of Programming will be responsible for all aspects of the VBC's podcast and select live programs, especially as they involve post-9/11 veterans but also older veterans. The Director of Programming will oversee and execute the researching, writing, recording, and editing of the podcast and may serve as host and conduct interviews with veterans and subject matter experts. The Director of Programming will work closely with other members of the VBC staff and volunteers in developing live and digital programming, as well as in marketing programs to potential sponsors and funders. The Director of Programming will be expected to represent and promote the organization at public functions and maintain and build relationships within the VBC community and with stakeholders. Other program and organization duties will be assigned as needed, making the ideal candidate for this position someone who is flexible and accommodating to the varying needs of the organization.

B. Reporting Relationships and Organizational Impact

- The Director of Programming will report to the Executive Director.
- The Director of Programming will manage any contractors hired to assist with podcast production and administration of select live events.

C. Qualifications	Required
Education	Bachelor's Degree in a Humanities, Liberal Arts & Sciences, or Communications field preferred, such as History, Literature, Writing, Journalism, or Liberal Studies. Master's Degree a plus.
Experience	3-5 years experience in public programs, outreach, digital media, event planning, community relations.
Knowledge	Strong understanding of the mission of the VBC and a strong curiosity about and interest in the varieties of Armed Forces



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	service experiences over time. Strong knowledge of the art of storytelling and/or a passionate interest in learning how to elicit, curate, and interpret veterans' stories in various platforms. Strong knowledge of or willingness to master the event planning process, including venue, vendors, seating, food, speakers, budget and promotion.
Skills	Strong public speaking and written communication skills. Strong interpersonal and organizational skills. Strong ability to learn new information as well as new technical skills, such as the use of recording equipment and select software like Salesforce and other administrative and communication tools.
Special Abilities	Abilities to work in a team, to work independently, and to work with nonprofit Board leaders with diverse views. Ability to serve and work with a socially and demographically diverse population of veterans and others.
Special Status	Military veteran status a plus.

D. Duties and Responsibilities (Essential functions denoted with *)	
Percentage of time (average)	Description of Duty
40-70	*Researching, writing, recording, promoting podcast. *Preparing, promoting, and leading live programs.
30-60	*Developing and maintaining funder relationships, both sponsors and foundations. *Assisting with VBC fundraising and other VBC events and operations, as needed

E. Working Conditions
Fast paced general office environment. Some stress may occur. Regular travel will occur for the production of live programs and digital media. Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and the ability to carry up to 100 pounds of media equipment. Must be able to/have a proven track record of working independently with little to no direct supervision in a remote office environment. Candidate must be reliable and maintain effective lines of communications on a regular basis. Must be able to accommodate a non-traditional work schedule, including weekends and holidays when necessary.



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F. Disclaimer

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

F. How to Apply

Send brief cover letter, resume, and writing sample or portfolio of relevant work to careers@vbcpgh.org. Application deadline: April 15. Successful candidate will be able to start work immediately.