



PROGRAM DIRECTOR

Full-Time Independent Contractor – Bay Area based

ABOUT THE OPPORTUNITY

The Miles Hall Foundation (TMHF) seeks a visionary and strategic Program Director to lead, develop, and expand our mission-driven programs. This contractor role operates at the heart of our work, ensuring that TMHF's advocacy, outreach, and educational initiatives create a real impact on the communities we serve.

The Program Director will report to the Executive Director (*with initial onboarding and coordination from the interim Deputy Director*) and is a key member of the Executive Leadership Team. The Program Director will play a critical role in executing TMHF's three-year strategic plan, expanding our impact, and ensuring the sustainability of our work.

This role offers program creation and management in addition to opportunities to take the organization to the next level. The program director will drive systemic change and make a real difference in the lives of those most affected by mental illness, racial injustice, and policing.

We strongly encourage applicants with lived experience related to mental illness, racial inequality, policing, or systemic injustice. Your perspective and leadership are invaluable in guiding our work.

This is a **full-time independent contractor position**, possibly through midyear 2026. Remote-friendly role with flexibility, but some in-person engagement required for program management, participation at selected events, trainings, and meetings.

Work scope, deliverables and deadlines, schedule of availability and weekly benchmarks will be established between contractor and organization. Overall success will be measured by the delivery of agreed-upon deliverables and milestones. Our intention is to evaluate contractor for a possible transition to a W-2 employee based on:

- Organizational Structure
- Mutual Fit
- Performance Evaluation

There is no guarantee of employment beyond the contract period.

Reports to: Executive Director

Compensation:

\$6,500 to \$7,800 per month based on experience and final scope of work.

Initial Contract Term: July 1, 2025 – TBD

KEY RESPONSIBILITIES

Program Strategy & Development

- Provide feedback on our 2-3 year “Program Roadmap” helping to ensure that is clear and aligned with TMHF’s strategic goals, and long-term vision.
- Pilot, and iteratively implement impactful programs/initiatives and associated KPIs that ensure TMHF programs are mission-aligned, financially sustainable, and measurably responsive to community needs.
- Work collaboratively with the cross-functional leadership team and our community partners to deliver on, refine, and perhaps expand new and existing programs and initiatives.
- Collaborate closely with the fundraising leads to ensure that programs are strategically positioned, clearly communicated, and financially structured in ways that attract and retain funder support. This includes contributing to program budgets, articulating program value, and aligning initiatives with funding opportunities.
- As an independent contractor, you retain full discretion over how, when, and where you perform these tasks, provided you meet agreed-upon deliverables, deadlines, and objectives.

Program Implementation & Leadership

- Oversee day-to-day program operations, ensuring quality, efficiency, and alignment with TMHF’s goals.
- Lead and support program staff, volunteers, and interns, fostering a strong culture of collaboration and mission-driven work.
- Establish and track key performance metrics to measure program impact and effectiveness.
- Provide regular program updates and reports to leadership, funders, and stakeholders.

Community & Stakeholder Engagement

- Build and nurture relationships with existing and new community partners, service providers, and policymakers.
- Serve as a representative of TMHF, advocating for programs, policies and initiatives that align with our mission.

- Facilitate workshops, events, and public education efforts to mobilize community support and awareness.

Budget & Resource Management

- Develop and manage program budgets to ensure financial responsibility, alignment with TMHF's goals, and long-term sustainability of core initiatives.
- Monitor resource use and program expenditures to support cost-effective operations and strong program performance; contribute to financial reports as needed.
- Collaborate with the fundraising team by offering program insights, budget clarity, and impact data to strengthen funding proposals and support long-term stewardship of resources.

Monitoring, Evaluation & Continuous Improvement

- Develop and implement impact measurement frameworks to assess program effectiveness.
 - Use data-driven insights to refine and enhance programs over time.
 - Ensure all programs adhere to legal, ethical, and compliance standards
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WHO YOU ARE

- **A mission-driven leader** – You are deeply passionate about mental health equity, racial justice, and systemic change and lead with purpose and integrity.
- **A strategic thinker & implementer** – You see the big picture while executing the details that bring ideas to life. You balance vision with action to ensure impactful programs.
- **An innovative problem-solver** – You embrace creativity in tackling challenges, explore new solutions, and adapt strategies to meet evolving needs.
- **A strong communicator & relationship builder** – You excel at connecting with people at all levels—community members, funders, policymakers, and program partners—to advance shared goals.
- **An experienced program manager** – You have a proven track record of developing, scaling, and managing impactful initiatives while balancing projects and deadlines.
- **A financial steward & fundraising partner** – You understand that sustainable programs require funding, and you actively collaborate with development efforts to ensure programs are well-resourced and fundable. You're excited to engage with funders, donors, and partners as a visible and compelling champion of our mission.
- **A tech-savvy organizer** – You are proficient in project management tools and methods that help streamline workflows, track progress, and improve efficiency.
- **A collaborative leader** – You thrive in a team setting, working with diverse stakeholders, staff, and partners to drive collective impact.

- **Someone with lived experience** – If you have firsthand experience with mental illness, racial injustice, or systemic barriers, your perspective is invaluable to this work.
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QUALIFICATIONS

- Bachelor's degree required; Master's preferred (in Nonprofit Management, Social Work, Public Administration, or related field).
 - 3–5+ years of experience in program management, preferably in a mission-driven early-stage nonprofit.
 - Experience in community organizing, advocacy, or public service required, especially if your work has been with impacted families and communities.
 - Strong project management, program-specific budget oversight, and evaluation skills.
 - Experience in mental health services, racial justice, and disability justice required.
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WORKING CONDITIONS

- This is a full-time independent contractor role.
 - Bay Area–based preferred. Flexible scheduling that is remote-friendly, with in-person participation needed for meetings, training, and events.
 - As an independent contractor, you are solely responsible for all taxes, insurance, benefits, and business expenses.
 - The contractor will be required to regularly invoice TMHF for services rendered; said services will be the agreed upon scope of deliverables and milestones.
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TO APPLY

We want to hear from you if you are excited about a consultancy leading our program development, creating programs that fulfill our mission, drive real change, amplifying community voices, and expanding TMHF's impact.

Email your resume and a cover letter to:

hello@themileshallfoundation.org

In your cover letter bring attention to your most relevant skills and experiences and tell us why this opportunity excites you.

The Miles Hall Foundation is committed to diversity, equity, and inclusion. We strongly encourage applicants with lived experience of mental illness, racial injustice, or systemic barriers to apply.

Equal Opportunity Notice:

The Miles Hall Foundation does not discriminate on any protected characteristic (e.g., race, religion, gender identity, sexual orientation, disability).
