



POSITION DESCRIPTION

Senior Program Director

BRUSHWOOD CENTER

Brushwood Center works collaboratively with community partners, artists, health care providers, and scientists to improve health equity and access to nature in Lake County, Illinois, and the Chicago region. We engage people with the outdoors through the arts, environmental education, and community action. Brushwood Center's programs focus on youth, families, Military Veterans, and those facing racial and economic injustices.

Since 1984 Brushwood Center has been a nexus between communities, nature, and the arts. Our programs lift up the strengths, assets, and hopes of communities to achieve greater environmental, racial, and economic justice. We work with more than 90 partners and 250 artists annually to offer programs centered on physical and emotional health, artistic and musical creativity, and community and personal wellbeing.

Website: www.brushwoodcenter.org

Address: Brushwood Center at Ryerson Woods, 21850 N Riverwoods Rd, Riverwoods, IL 60015
Brushwood Center North, 415 Washington St., Suite 009, Waukegan, IL 60085

POSITION: Senior Program Director

Brushwood Center seeks a creative and experienced leader with a passion for the Lake County community, the environment, and the arts as well as mental health expertise to join our team as Senior Program Director. This is a senior leadership position with a vital role in shaping the on-the-ground impact of our mission. The Senior Program Director supervises a team of three full-time staff who coordinate Brushwood Center's community programs for youth, families, and Veterans, as well as the growing Health, Equity, and Nature Accelerator. Additionally, the Senior Program Director collaborates with Brushwood's artistic team to ensure continuity of impact across all program areas. The Senior Program Director works closely with Brushwood Center's Executive Director and Director of Development to advance the strategic goals and impact of the organization, including financial sustainability of programs.

ROLES AND RESPONSIBILITIES

- Oversee Brushwood's strategy for community and art programs, including program implementation, evaluation, communications, and mission alignment and DEI (Diversity, Equity, Inclusion, and Justice) connection of all programs;
- Apply mental health expertise to non-clinical program settings, i.e. informal afterschool programs, public programs, etc., and organizational strategy;

- Manage and assist staff in developing and evaluating annual youth education materials and curriculum in alignment with connected programming, including the Nature Explorer Backpack program;
- Manage and assist staff in programming, evaluation, and advisory council engagement for the At Ease program Veterans and the Military Community;
- Provide strategic support for the Health, Equity and Nature Accelerator to drive collaboration between the health and environment sectors, including the expansion of a community health worker training;
- Collaborate with Brushwood's Development team on grant writing and grant reporting;
- Develop and manage program budgets for At Ease, It's A W.I.N., and the Health, Equity, and Nature Accelerator;
- Cultivate strategic local, regional, and national partnerships, including with Lake County collaboratives and institutions;
- Engage in semi-annual planning sessions with all Directors;
- Coordinate with Brushwood artistic directors on public programs and events to ensure strategic program alignment;
- Manage direct reports including weekly check-ins and meeting facilitation with the Youth Education Coordinator, Veterans Program Coordinator, Coalition Building Manager, and relevant interns and seasonal staff;
- Assist with fundraising and speaking at events; and
- Additional staff support for programs and events as needed.

QUALIFICATIONS

We are seeking a dynamic, collaborative professional leader with at least five years of experience in management and community engagement. This individual will be creative, energetic, and highly organized. Key qualifications include the following:

- Bachelor's degree in Arts, Environment, Education, Health, or related degrees and Masters-level or higher education in Public Health, Social Work, Mental Health, OR significant experience and associated licensure in mental health-related professions;
- At least five years of work experience, preferably in a management setting;
- Documented leadership skills and ability to direct a diverse team across multiple projects and backgrounds;
- Excellent written, oral and interpersonal communication skills, including grantwriting and fundraising experience;
- Ability to manage and interpret quantitative and qualitative evaluation data collection processes, as relevant to program areas;
- Excellent organizational and time management skills and practiced problem solver;
- Strategic and creative in thinking and orientation, ability to deal with emergent issues, multiple projects, and constituents simultaneously;
- Experience in community engagement and coalition building, ideally experience in working with organizations/partners in Lake County, IL or surrounding area;
- Ability to lift program supplies or materials up to 30 lbs;
- Ability to work both independently and as part of a team;
- Ability to commute to Brushwood Center at Ryerson Woods, Brushwood Center North (Waukegan) and other meeting locations in the Chicago region;
- Proficiency in Spanish is not required, but preferred.

Equal Opportunity Employer: Brushwood Center is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the law.

As an organization, Brushwood Center is committed to equity work as an ongoing journey. We celebrate diversity and are committed to co-creating an inclusive work environment with our talented team.

START DATE: June 2, 2025

HOURS/DURATION: Full-time, Permanent

FLEXIBLE SCHEDULE AND LOCATION: Enjoy working in the beautiful 565-acre Ryerson Woods as well as the newly opened Brushwood North Office in Waukegan, and the comfort of your own home through a flexible, hybrid schedule. Location will be an estimated 30-40% remote; 30-40% at Brushwood Center office locations, and 20-30% at local program or meeting locations, subject to change dependent on program schedule. Must be available to staff events and programs as needed.

BENEFITS: Brushwood Center offers a comprehensive benefits package including full premium coverage for health, dental, and vision insurance. We also offer generous Paid Time Off, paid holidays, and paid parental and family leave. Brushwood Center offers a comprehensive benefits package including majority premium coverage for health, dental, and vision insurance. We also offer generous paid time off, paid holidays, and paid parental and family leave.

COMPENSATION: \$75,000-\$85,000 per year

HIRING PROCESS:

Interested candidates should submit a resume (including mental health credentials), cover letter, and writing sample **by March 9, 2025** to Angela Ramirez, Administrative Coordinator, at aramirez@brushwoodcenter.org.

Candidates selected for advancement will be invited to join a virtual interview. Final candidates will be invited for in-person interviews.