



Title: Program Director
Status: Full-time Exempt
Salary Range: \$75,000
Reports to: Chief Executive Officer

The 100 Club of Illinois provides resources, several forms of financial support, access to training, and moral support to both the families of first responders killed in the line of duty and active duty first responders throughout the state of Illinois. All sworn federal, state, county and local first responders stationed in Illinois are included.

100 Club of Illinois Program Director

The Program Outreach Director plays a key role in turning the organization's boundless potential into tangible opportunities to ensure support for families of fallen first responders as well as active duty first responders in the State of Illinois. Working in close coordination with the Chief Program Officer (CPO), Development Director (DD), and the Program Coordinator (PC), the Director supports programmatic efforts. The Program Director is responsible for guiding programmatic strategies and overseeing the implementation of programs to better the Club's response for families and first responders.

This position is attached to the Chicago office and requires regular in-person and in-office work as well as travel throughout the State of Illinois, including:

- 100 Club Trainings and Events (many of which take place at night)
- 100 Club Family Events (many of which take place during weekends)
- Staff team meetings

Program Development & Execution (60%)

- Lead and coordinate program initiatives across designated regions to support organizational goals related to first responders and 100 Club families.
- Manage relationships with program network contacts, ensuring consistent communication and service delivery.
- Implement the First Responder Wellness Program, including:
 - Facilitating wellness education and outreach throughout the Illinois first responder community.
 - Developing and delivering programming for active-duty first responders statewide.
- Support the creation and enhancement of programming for 100 Club families, scholarship recipients, and first responders.
- Plan and manage statewide Resource Network events and initiatives:
 - Recruit, maintain, and engage a statewide network of support service providers.
 - Oversee the clinician vetting process to ensure quality standards across the Resource Network.

Critical Incident Support (20%)

- Provide on-call support for critical incidents, responding to agency requests and assisting individual first responders as needed. Flexibility is essential due to the unpredictable nature of this responsibility.
- Maintain key relationships with service providers, law enforcement and fire agencies, peer support groups, and local, state, and federal partners.

Program Event Management (20%)

- Organize and manage key program-related events, including:
 - Frontline Convention
 - Valor Awards
 - Family Day
 - First Responder Bonfire
- Oversee event logistics, planning timelines, vendor coordination, and day-of-event details to ensure successful delivery.

Minimum Requirements:

- Bachelor's degree in a related field, or an equivalent combination of education and experience
- Excellent interpersonal and communication skills
- Excellent verbal and writing skills
- Strong organizational skills and attention to detail
- High level of proficiency in the Microsoft Office suite and Adobe products
- Knowledge and understanding of Illinois nonprofit and philanthropic sector
- Orientation toward team-work with the ability to work independently with limited supervision in a dynamic work environment
- Empathy and passion for law enforcement, fire and emergency services
- Strong understanding of the 100 Club of Illinois mission and enthusiasm for building support for its programs
- Upbeat approach to working with/for constituents

Core Competencies (Requirements):

- Teamwork: Work together with others and help others to work cooperatively to accomplish objectives
- Attention to Communication: Deliver clear, effective communication and take responsibility to understand others
- Service Orientation: Commit to satisfying internal and external clients
- Interpersonal Awareness: Elicit, notice, interpret and anticipate others' concerns and feelings
- Initiative: Proactively identify, act on and see through opportunities and pitfalls
- Results Orientation: Focus on desired results and set and achieve challenging goals
- Concern for Quality: Monitor work, systems and processes and take action to ensure they meet or exceed standards
- Flexibility: Respond quickly to change and easily consider new approaches
- Stress Management: Maintain performance and self-control under pressure.
- Integrity and Truth: Gain the trust of others by taking responsibility for own actions and telling the truth

Please email resumé and cover letter to:
Caitlyn Brennan, cbrennan@100clubIL.org