Position Title: Program Director
Reports To: Executive Director
Location: San Antonio, TX (in-person)

disABILITYsa seeks a Program Director who is highly-experienced, accomplished, solution-oriented, motivated, and passionate about the disability community in San Antonio, Texas.

If these words resonate with you, please keep reading this job post:
Grit | Driven | Outgoing | Collaborative | Persuasive | Curious | Tactful | Organized | Flexible

POSITION OVERVIEW

The Program Director is a critical leadership role responsible for driving the strategic design, implementation, and evaluation of disABILITYsa's diverse program portfolio across the Educate, Advance, Engage, and Strengthen mission pillars. This position thrives on making connections—building collaborative, positive relationships with staff, volunteers, partners, program participants, and the broader disability community to advance our mission in San Antonio.

disABILITYsa is a small, ambitious organization with a culture of high expectations and a deep commitment to service. This highly visible, people-oriented role is well-suited for someone who is outgoing, enthusiastic, and persuasive, with a natural ability to form relationships quickly and informally. Candidates should be energized by working with and through others, adept at reading and empathizing with people, and skilled at motivating teams toward shared goals. Success in this role requires a flexible, fast-paced approach, comfort with change and multiple priorities, and a strong commitment to equity, inclusion, and serving others.

The Program Director will foster an environment of open communication, lively idea exchange, and group decision-making. They should be comfortable delegating responsibility, trusting team members, and leading with warmth, empathy, and a collaborative spirit. This position offers the opportunity to brainstorm new initiatives, celebrate visible accomplishments, and create meaningful impact in a supportive, dynamic, and mission-driven setting.

KEY RESPONSIBILITIES

Program Operation & Management (50%)

- Conducts day-to-day operations of all Educate, Advance, and Engage programs including AccessAbility Fest, Service & Leadership Programs, Fiesta Especial®, Disability-friendly Workshops, Navigation Services, and the Disability Inclusion Resource Center.
- Facilitate training programs and develop curriculum for disability-friendly workshops and leadership development initiatives
- Ensure program quality, accessibility, and participant satisfaction
- Manage program schedules, logistics, and resource allocation
- Lead qualitative & quantitative data collection to track program effectiveness and inform continuous improvement

Program Design & Strategic Planning (20%)

- Lead the development, implementation, and continuous improvement of programs across Educate, Advance, Engage, and Strengthen pillars
- Design and pilot new program initiatives to address emerging community needs
- Create strategic program plans aligned with organizational mission and community needs
- Design program logic models, outcomes frameworks, and evaluation methodologies
- Collaborate with Executive Director on organizational strategic planning initiatives

Management & Development (15%)

- Supervise program staff, interns, and volunteers supporting program delivery
- Provide coaching, professional development, and performance management
- Lead volunteer and intern recruitment, training, management and retention strategies
- Foster collaborative team environment and professional growth opportunities

Financial Management & Sustainability (5%)

- Develop and monitor program budgets in collaboration with Executive Director
- Track program expenses, revenue, and cost-effectiveness
- Support grant writing and fundraising efforts for program sustainability
- Ensure compliance with funder requirements and reporting obligations

Community Engagement & Partnerships (10%)

- Coordinate and implement community outreach efforts to raise program awareness, increase participation, and build partnerships across the San Antonio area
- Represent disABILITYsa at community events, conferences, and public forums
- Cultivate partnerships with disability service organizations, educational institutions, and community stakeholders
- Contribute to public awareness and advancement initiatives

SUPPORTING RESPONSIBILITIES

In collaboration with the Executive Director and other team members, the Program Director will also provide support in the following areas:

- Grant research and proposal development
- Fundraising event planning and execution
- Marketing and communications strategy
- Board meeting preparation and reporting

QUALIFICATIONS

- Bachelor's degree in Nonprofit Management, Social Work, Public Administration, Education, or related field
- 5–7 years of progressively responsible experience in nonprofit program design, management, and supervision, ideally within a disability-serving or community-based organization
- Demonstrated success developing, implementing, and evaluating accessible, multi-faceted programs aligned with organizational goals and community needs

- Strong understanding of disability rights, universal design principles, and a deep commitment to equity and inclusion
- Proven experience managing staff, interns, and volunteers while fostering a collaborative, cross-functional team environment
- Excellent skills in project management, budgeting, problem-solving, and outcomes-based evaluation
- Proficiency in data collection, analysis, and reporting systems, including use of Microsoft Office Suite and program management tools
- Experience with budget development, financial tracking, and grant compliance
- Outstanding interpersonal and communication abilities, including public speaking, facilitation, and stakeholder engagement
- Availability for occasional evenings/weekends to support outreach opportunities, events, and program delivery while working over 40 hours/week
- Administer the setup and teardown of events and programs, which may include lifting materials (up to 50+ lbs), standing for extended periods, and working in various weather conditions
- Background check required, including Texas DPS, FBI, Central Registry, credit, MVR, and drug screening
- Must possess a valid driver's license and maintain a driving record that meets organizational insurance requirements

Preferred:

- Master's degree
- Experience creating logic models, outcomes frameworks, and performance metrics
- Familiarity with grant writing, fundraising, and donor relations
- Experience with large vehicles and towing preferred

WORK ENVIRONMENT

This is an in-person role based in San Antonio. Team culture is mission-driven, high-performing, fast-paced, and collaborative—where adaptability, creative problem-solving, and shared accountability are key to meeting ambitious goals with limited resources. Support is available for professional development and training.

COMPENSATION & BENEFITS

This is a full-time, exempt position with an annual salary range of $55,000 - $65,000. disABILITYsa offers a supportive, mission-driven work environment with comprehensive benefits including flexible schedule, paid time off (PTO) for vacation and sick leave, 8 paid holidays annually, 3% match to retirement plan, health insurance group plan options with 50% of premiums covered, professional development opportunities, and a phone stipend. This role requires an in-person presence and includes occasional evenings and weekends for events, it offers the opportunity to contribute meaningfully to a high-impact, community-centered organization.

TO APPLY

Please tell us a little about yourself by **emailing your resume, a tailored cover letter, and any other supporting documents, letters, or references** to HR@disABILITYsa.org.

ABOUT disABILITYsa

Established in 2007, disABILITYsa is a nonprofit 501c(3) organization with the mission to **educate**, **advance**, and **engage** people with disabilities by building connections, exchanging information, creating opportunities, and **strengthen**ing our disability community in the greater San Antonio area. The work of disABILITYsa supports a vision where San Antonio is the #1 community where people with disabilities want to live, learn, work, and play.

Through four mission pillars, disABILITYsa works to EDUCATE people with disabilities by sharing information about resources and services, providing access guidance, and offering leadership development training, promoting greater independence and inclusion. ADVANCE public attitudes, awareness, respect and consideration for success of people with disabilities. ENGAGE people with disabilities as active participants in our community. And, STRENGTHEN organizations, supports, and connections that improve independence, inclusion, and belonging for people with disabilities.

Learn more at www.disABILITYsa.org.