



Job Title: Programs Director

Reports to: Executive Director

Employment Status: Full-time, Salary

Schedule: Monday - Friday, 8:30 a.m. to 4:30 p.m., Additional hours occasionally required.

Salary: Based on experience; within a range of \$30,000 - \$34,000 annually

Mission: To promote and support excellence in education in Lafayette Parish

Job Summary: The Programs Director is responsible for implementing and developing programs that align with Lafayette Education Foundation’s mission, and to support the organizational goals of LEF. In addition, the employee in this position will work in collaboration with the Executive Director on community relations and fund development activities. In addition to possessing the capabilities necessary to fulfill the job duties listed below, the ideal candidate should have an understanding of how a thriving public school system directly impacts the community at large.

Job Duties:

General Programs	Develop a positive relationship with administrators, principals, and teachers in the local public, private, parochial, and charter school systems.
	Maintain a current knowledge of educational issues and needs of the local school systems
	Serve as the principal liaison between LEF and local schools
	Maintain a positive working relationship with the organization’s Vice President of Programs and Vice President of Program and Fund Development
	Organize and direct volunteer teams/committees to assist with programs
Grant Programs	Maintain, plan and implement Grant Programs
	Maintain complete and accurate records related to program activities
	Conduct periodic site visits to each school/classroom in which LEF has provided funding
	Provide regular reports on program activities to the Executive Director and the board of directors
	Take a lead role in assessing the effectiveness of program activities
	Identify successful Classroom & School Impact Grants that may qualify for LEF Model Grants and/or Incubator Programs
Teacher Awards	Work with Teacher Awards committee on event planning and implementation
	Manage Teacher Awards nominations process with Administrative Assistant
	Plan and implement Teacher Awards Pin Patrol and Finalist Patrol, including volunteer management
	Act as LEF point person with Teacher Awards finalists
	Manage production of event, including digital presentations, script writing, lining up speakers, selecting entertainment, and working with venue on technical aspects of event
Public Relations	Work with the Executive Director to develop and maintain a comprehensive annual communications plan

	Maintain positive relationships with members of the local media
	Maintain and update the agency website
	Utilize and be active on social media to promote LEF and its programs and events
	Create quarterly newsletters specified to target audiences and for the general public
	Schedule interviews on local television and radio stations in support of LEF programs and events
	When appropriate, draft press releases on LEF programs and events for local media
	Work with the Executive Director to develop and maintain publicity materials such as brochures and advertisements
Fund Development	Maintain a positive and sustained relationship with program donors
	Work with the Executive Director in writing grant proposals
	Assist as needed with planning and conducting community engagement events, such as Lunch and Learn events.
	Assist with fundraising events
Other	Other duties as assigned by the Executive Director

Qualifications:

Skills/Experience	A bachelor's degree or related experience in program management, event planning, volunteer coordination, public relations, and/or fund development
	Ability to manage various forms of social media
	Excellent written communication skills
	Proficiency in Microsoft Office programs including Word, Excel, Outlook, and PowerPoint
	Proficiency in Microsoft Publisher and/or Adobe CS6
	Aptitude for website content management
	Aptitude for email marketing tool management
	Experience with general office procedures and operation of office equipment
Personal Traits	Excellent organizational skills
	Excellent interpersonal communication skills
	Attention to detail
	Ability to prioritize multiple tasks
	A positive attitude and ability to work well with key stakeholders
	Ability to lead and direct volunteers
	Ability to work well as part of a team effort
	Demonstrated commitment to the mission of LEF

Interested candidates should submit cover letter and resume to LEF Executive Director, Etienna Wright, at director@lefoundation.org.