

Baptist Community Ministries Job Description

Job Title: Program Director – Education

FLSA Status: Exempt

Reports to: Chief Operating Officer

Class: Administrative

Purpose:

This position directs all grantmaking activities associated with the Education program zone in accordance with policies and procedures established by the Board of Trustees. The Program Director is responsible for reviewing grant requests, developing strategic initiatives, monitoring active grants, and coordinating program evaluation. This position will provide staff support to the Grants Committee and represents the Company in the community at large relative to the Education program zone.

Essential Job Duties:

1. Review transom cycle grant applications and develop recommendations to present to the Grants Committee.
2. Negotiate specific operating objectives and financial budgets with grantee to be included in Award Agreements for Board-approved grants.
3. Coordinate evaluation of programs, including approval of plan designs and selection of independent evaluators, on the advice of the Evaluation Officer.
4. Monitor active grants for grantee compliance with terms of the Award Agreement.
5. Present regular reports to Management, the Grants Committee and the Board of Trustees on the status of active grants.
6. Develop strategic initiatives for inclusion in the annual business plan and identify organizations capable of carrying out program objectives.
7. Facilitate convening of stakeholders around grantmaking initiatives, including government, business, philanthropic groups, grass-roots and community organizations.
8. Assist in capacity building for local nonprofits by providing consultation, evaluation, technical assistance and dissemination of results.
9. Engage and build partnerships with other local and national funders to support program initiatives in the Education program zone.
10. Represent the Company in appropriate public forums, conferences, panels and community meetings in the Education program zone.
11. Draft materials for the Company website, annual business plan, annual report and other communication vehicles.

Minimum Qualifications:

1. Masters degree from an accredited university required; terminal degree preferred.
2. Five years of relevant administrative/supervisory experience in public education or related academic field as a teacher, principal or central office administrator.
3. Conversant in innovative current Education programmatic and policy issues at the local, state and national level.

4. Program Officer in a grantmaking philanthropic organization preferred or related experience in nonprofit project management.
5. Proven track record in administering complex, competitive grantmaking programs preferred.
6. Experience working with diverse cultures and community grassroot groups.
7. Demonstrated leadership ability.

Minimum Skills, Knowledge and Abilities:

1. Skilled in personal computer applications, preferably *Microsoft Office* and *MicroEdge GIFTS for Windows*.
2. Knowledge of innovative grantmaking trends in the Education program zone.
3. Ability to lead collaborative endeavors and to build institutional relationships across multi-sectors.
4. Excellent interpersonal skills and ability to work with a wide range of groups, including, but not limited to, trustees, grantees, staff, consultants other foundations and community leaders.
5. Strong written and oral communication skills.
6. Ability to organize and effectively handle multiple projects, meet regular deadlines with consistency and accuracy.
7. Ability to track and categorize data in a database and create clear, concise and timely reports.
8. Knowledgeable in financial spreadsheets, financial accountability and reporting.
9. Ability to leverage funding for programs in the target community by actively engaging other funders and policy-level stakeholders in ongoing dialogues about relevant issues and opportunities.

Professional Memberships:

1. Membership in professional organizations related to the Education zone of interest.

Special Conditions:

1. Available for state and national overnight travel for retreats, conferences, meetings, workshops, and training seminars.
2. Available for regular local meetings both during and outside regular work hours.

Typical Physical Demands (with or without reasonable accommodations):

1. Must have the ability to speak English distinctly.
2. Must be able to sit for long periods of time.
3. Must have the ability to move about easily.
4. Must be able to lift, pull or push.
5. Must be able to hear well enough to communicate with co-workers, hear telephone messages, spoken requests, and verbal interaction with business contacts.
6. Must be able to see notes, correspondence, reports, and comprehend them and use computer.
7. Must have private automobile.

