



Job Title: Program Manager

Overtime Status: Exempt Full Time Part Time

Class: Sedentary Light Medium Heavy Very Heavy

REQUIREMENTS

1. **Education Level:** Bachelor's degree in Education, Human Services, Psychology, Child Development or equivalent experience.
2. **Certification:** Teaching certificate preferred.
3. **Experience Desired:** 5 or more years of experience working with elementary-aged students. Experience building or running a high-quality program for children, education administration experience a plus.
4. **Other Requirements:** Excellent verbal and written communication skills, demonstrated ability to build strong relationships with potential and existing donors. Regular, dependable attendance is an essential.

REPORTS TO: President

RECEIVES GUIDANCE FROM: President, Operations Director and Marketing Director

SUPERVISES: Program staff

ESSENTIAL FUNCTIONS

- Create a positive, diverse learning culture for children and staff that enhances the LPS curriculum and ensures the highest quality educational outcomes
- Oversee all aspects of direct service programming offered by the Foundation for LPS, arranging programming logistical and operational components
- Select and implement curriculum for summer learning program
- Concept and coordinate program and fieldtrip logistics with partnering agencies
- Recruit, hire and supervise program staff
- Develop and manage program budget
- Ensure all policies and procedures that protect the health and safety of students and staff are followed
- Communicate with Spark parents and Foundation stakeholders

- Maintain strong relationship with Lincoln Public Schools instructional staff and board members to enhance collaboration between the Foundation and LPS
- Develop a strategy to expand programming to additional audiences and locations
- Collaborate with marketing to develop program communication
- Share programming best practices with Foundation staff
- Support community engagement efforts related to Foundation programs
- Represent Spark and the Foundation for LPS at community events and celebrations
- Lead Foundation Board of Directors Spark Committee
- Attend board meetings
- Work with donors as requested
- Other duties as assigned

NOTE: *This is a generalized job description. Specific duties and responsibilities may vary. Applicants should be made aware of the specific functions of the position prior to employment.*

WORKING CONDITIONS: Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. Some evening and weekend work is required.

SPECIAL CONDITIONS: Must have personal transportation for travel between the Foundation and program site. Must have a valid driver's license and carry car insurance in accordance with state guidelines.