



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunities. enriching education

DIRECTOR OF PROGRAMS

The Lussier Community Education Center (LCEC) is a grassroots community center with a history of strong programs, broad partnerships, and grassroots community organizing. Located on the grounds of Jefferson Middle School and Memorial High School, the LCEC has a mission of *building community, creating opportunities, enriching education*.

The **Director of Programs** oversees and ensures comprehensive after school and summer programming for elementary, middle, and high school students, as well as the Buffett Scholars Program. The Director of Programs' broad responsibilities range from leadership, coaching and supervision to partnership development, program development, and grant management. The Director of Programs will assume supervisory responsibility for staff within these functions. As a member of the Leadership Team, the Director of Programs plays a major role in guiding the growth of the Center toward fulfillment of its mission in alignment with the [Lussier Framework](#).

Strong candidates will be highly relational, organized, and flexible. They will approach community center work from a justice orientation. They will be able to manage a diverse set of hands-on responsibilities and multiple simultaneous projects, while supporting and motivating an effective, independent staff team in a grassroots, collaborative, community setting. The Director of Programs reports to the Executive Director.

Hours: Full time, generally 10 am – 6 pm with some later evening and weekend hours required, on-site (not remote)

Compensation: \$59,492/year plus health insurance, dental insurance, life & short/long term disability insurance, 403(b), flexible spending account, and generous PTO package.

RESPONSIBILITIES

Play a key leadership role in the strategic development of the LCEC as a whole

- Help to lead ongoing efforts to deeply integrate the [Lussier Framework](#) into all aspects of the LCEC's work
- Actively engage in the strategic and project-based work of the Leadership Team to identify and respond to community and organizational trends and needs
- Represent LCEC in Madison Out-of-School Time (MOST) collaborative
- Work with other directors to lead center-wide annual staff evaluation, goal setting, and staff retreats

Ensure a welcoming and impactful Center through excellent youth programs and partnerships

- Develop and maintain major and center-wide partnerships (*PASS, Second Harvest Kids Café, PACT, Muir, Jefferson and Memorial school, CACFP*) individually and in concert with relevant managers
- Support direct reports in the strategic development, expansion, improvement, and implementation of LCEC youth programs
- Support direct reports in problem solving and contingency planning, including but not limited to mandated reporting situations, staff shortages, incidents/injuries, families in crisis, etc.
- Develop, adapt, and maintain strong program evaluation processes that both guide program quality improvement and fulfill funder requirements, including data collection and analysis
- Collaborate with the Elementary Program Manager to ensure strong compliance with state licensing requirements
- Manage all aspects of food preparation for youth programs including menu planning, meal instructions, ordering, receiving food, and CACFP reporting
- Oversee supervision of youth programs interns and volunteers



Lead and support a strong and effective youth programs department

- Supervise, support and coach the Elementary Program Manager and the Youth Programs Manager
- Work with direct reports to develop, manage, and monitor relevant budgets
- Oversee coordination and design of semi-annual training weeks for youth programs staff
- Help to lead LCEC professional development grounded in the [Lussier Framework](#), including new staff orientation and onboarding, regular staff professional development workshops and retreats, and individual work with staff on areas of growth

Actively support fund development with a particular focus on institutional grant funders

- Coordinate the completion of proposals and program reporting to major institutional funders (*City of Madison, Dane County, United Way, CACFP, Second Harvest Kids Cafe*)
- Lead the development of collaborative proposals with partner organizations
- Work with development team and managers to identify matches between program and grant opportunities
- Coordinate with the Director of Development to ensure the timely completion of grant requirements and reports
- Translate LCEC program data and evaluation for grant proposals and reports

Participate fully in shared work of the LCEC, including neighborhood events, staff retreats/meetings, and other projects as they arise.

The Director of Programs will perform all other duties and/or tasks at the discretion of the Executive Director as necessary for the successful operation of the Center.

DESIRED SKILLS, TRAITS & EXPERIENCE

- Strong knowledge of/commitment to elements of the [Lussier Framework](#), particularly racial justice
- Demonstrated ability and experience supervising, coaching and mentoring diverse staff
- Demonstrated ability to promote teamwork as well as take initiative and work independently
- Demonstrated ability to organize multiple projects/priorities and develop and maintain systems to streamline work in a fast-moving environment
- Experience in volunteer management and community engagement
- Management/leadership experience in a nonprofit setting, including program development and evaluation
- Collaborative work style which values community and staff input
- Strong written and oral communication skills
- Strong group facilitation skills
- Strong administration and computer skills
- Willingness to lead by example, pitch in and get hands dirty
- Understanding of and appreciation for socio-economically, ethnically and culturally diverse communities

PREFERRED QUALIFICATIONS AND EXPERIENCE

- At least 4 years of management experience
- Workshop/training design and implementation skills
- Language abilities in Spanish, Hmong, and/or Arabic

TO APPLY

Download an application or complete the online application at LCECmadison.org/about/job-opportunities/ or pick it up at the Lussier Community Education Center, 55 S Gammon Rd, Madison. Cover letter and resume sent without an application may prompt consideration, but a completed application will be required before hire. Submit completed application via email to jobs@LCECmadison.org or by mail.

LCEC is an EOE/AA employer.