



POSITION ANNOUNCEMENT — DIRECTOR OF PROGRAMS AND PARTNERSHIPS

Job Title: Director of Programs and Partnerships

Job Description: The Decatur Education Foundation seeks a dedicated and experienced professional to join our team as the Director of Programs and Partnerships. This senior position is responsible for cultivating community partnerships and developing programs to help every student in Decatur thrive.

A successful candidate will have strong nonprofit program management skills and a proven track record of success in school settings. They must have high ethical standards, demonstrate fiscal responsibility, and have a passion for education. The Director of Programs and Partnerships must have the ability and cultural competence to build authentic relationships with people from diverse backgrounds throughout Decatur.

Reports To: Executive Director

Location: In Person (Decatur, Georgia)

Responsibilities:

- Develop, implement, and evaluate innovative programs and initiatives that align with the Decatur Education Foundation's mission and goals.
- Collaborate with school administrators, teachers, and community organizations to identify and address the evolving needs of students in the Decatur community.
- Oversee program evaluation processes, collecting and analyzing data to measure program effectiveness and impact for continuous improvement.
- Provide guidance and support to program staff, ensuring high-quality program delivery and adherence to best practices in education.
- Cultivate and maintain strong relationships with community partners, including the City of Decatur, the Decatur Housing Authority, City Schools of Decatur, and other organizations.

- Serve as a liaison between the Decatur Education Foundation and community partners to develop and implement joint initiatives and programs that maximize impact and resources.
- Identify potential partnership opportunities that align with the Decatur Education Foundation's mission and strategic priorities.
- Uphold the highest ethical standards in program management, partnership development, and decision-making.
- Exercise fiscal responsibility in managing program budgets and resources.

Qualifications:

- Bachelor's degree and experience working in nonprofit and/or education sectors.
- Minimum of 5 years of experience in nonprofit program management, partnership development, and education.
- Strong knowledge of education systems and programs, with a demonstrated understanding of best practices and emerging trends. Classroom experience is a plus!
- A creative and resourceful problem-solver who thinks “outside the box” to find unique solutions.
- Proven ability to manage and evaluate programs, including data collection and analysis.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Demonstrated success in developing and managing partnerships with community organizations.
- Excellent organizational and project management abilities, with strong attention to detail and ability to meet deadlines.
- Demonstrated commitment to ethical standards and fiscal responsibility.
- An enthusiastic program manager with the ability to work independently and as part of a team.
- Passion for education and a deep commitment to the mission of the Decatur Education Foundation.
- Knowledge of the Decatur community is a plus!

Employee Status: This is a full-time exempt position. Occasional evening and weekend work is required to support organizational fundraising and programmatic events.

Salary & Benefits: The Decatur Education Foundation offers competitive compensation, with an annual salary range starting at \$55,000, commensurate with experience. Benefits include monthly healthcare reimbursement, SEP IRA contribution, a flexible daily schedule, and generous PTO and vacation time.

How to Apply & Timeline: To apply, please send a résumé, cover letter responsive to DEF's mission, and examples of your recent work to [hiring@decatureducationfoundation.org](mailto: hiring@decatureducationfoundation.org). Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. No phone calls, please.

The Decatur Education Foundation is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees!

About the Decatur Education Foundation: The mission of the Decatur Education Foundation is to solve the problems that keep our kids from finding success by connecting people, resources, and ideas. Central to this work is a commitment to eradicating barriers caused by systemic racism, income inequality, and the lack of behavioral health supports.

We are committed to anti-racism work in our organization, in our schools, and in our community. We are flexible and responsive to the changing needs of children in our community. We are inclusive and welcoming to all who want to engage in our work. We operate with a philosophy of collaboration and support rather than competition. And we value integrity, equity of opportunity, collective impact, and entrepreneurship.

Our vision is for all Decatur youth to realize their full potential, regardless of economic status, ethnicity, race, nation of origin, gender, gender identity, sexual orientation, religion, cognitive or physical ability. To learn more, please visit decatureducationfoundation.org.