

## **Program Director, Community Development**

<b>Reports To:</b>	President/CEO
<b>Classification:</b>	Management (Full-Time) Exempt
<b>Supervisory Function:</b>	Community Development team
<b>Major Functions:</b>	To serve as team leader for an established community development initiative.

### **Qualifications:**

- Must have a minimum of a Master's Degree.
- At least ten (10) years management experience required.
- Knowledge of community development, community change program design, and strategic planning process.
- Ability to work collaboratively with colleagues from a wide range of programs and backgrounds and facilitate collaborative processes and initiatives.

### **Requirements:**

- Able to work within and across racial, ethnic, geographic, gender and organizational boundaries.
- Experience in budget management, program development, and implementation.
- Excellent oral and written communications skills.
- Demonstrated ability to manage fiscal and personnel resources, to establish priorities, and to provide effective leadership and direction.
- Proficient with basic computer operations and software.

### **Job Responsibilities:**

- Develop and implement a logic model for the major goals to be accomplished for Community Development program area.
- Develop and implement an annual workplan to include the following components:
  - Identification of objectives and activities to accomplish the goals
  - Delineation of responsible persons for implementation strategies
  - Identification of benchmarks for measuring outcomes/accomplishments
  - Development of resources needed to support the activities – financial, human, and programmatic
- Identify the scope of activities to be included in the workplan, including:
  - Files and records management

- Database development and maintenance
- Specific programmatic activities developed and implemented
- Communicates plan established and implemented
- Public relations plan established and implemented
- Development (Partnership) plan developed and implemented
- Budget development
- Benchmark assessment and monitoring in collaboration with external evaluators
- Work with internal and external teams to develop and implement the scope of activities.
- Establish ongoing relationship with donors – communications information, donor financial and programmatic reports, and participation in donor partnership meetings.
- Manage and integrate community development responsibility into the programmatic work of the Foundation.
- Provide ongoing updates on the initiative to the Foundation’s Board of Directors.
- Develop and implement strategies for documenting the work of the initiative.
- Develop and implement strategies for publishing and marketing the learnings (documentation) of the community change initiative, and
- Serve as a facilitator in the establishment of team goals.

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**Qualified applicants should mail their letter of interest, resume, and references to:**

**Dwanda Moore  
 Manager of Administration  
 Foundation for the Mid South  
 134 East Amite Street  
 Jackson, MS 39201**

**Deadline for submitting applications is May 15, 2008**

The Foundation for the Mid South is a regional foundation that brings people together, strengthens communities, and multiplies resources. By working with people with a wide range of resources, skills, and talents, the Foundation for the Mid South strives to nurture families and children, improve schools, and build the economy for all people in Arkansas, Louisiana, and Mississippi.