

WE'RE HIRING: DIRECTOR OF PROGRAMS

Lead the programs that bring community support into Manatee County Public Schools classrooms

The Manatee Education Foundation, Inc. (MEF) is seeking an energetic Director of Programs to lead the Foundation's student and teacher programs and initiatives. This is an exceptional opportunity for a creative, relationship-driven leader to turn community generosity into meaningful results in Manatee County classrooms.

Reporting to the Executive Director, the Director of Programs partners closely with the School District of Manatee County, educators, donors, volunteers, and community organizations to design, deliver, and measure programs that make a lasting difference for students and teachers.

WHAT YOU'LL DO

Program Leadership & Delivery

- Oversee the planning, implementation, and evaluation of MEF's diverse educational programs and initiatives
- Develop annual program plans, timelines, and goals aligned with the Foundation's strategic priorities
- Identify unmet needs in schools and recommend new or expanded programs
- Ensure programs comply with MEF policies, district agreements, and student data privacy requirements

District & Community Partnerships

- Serve as MEF's program liaison with district administrators, principals, and teachers
- Manage memoranda of understanding and fiscal agent arrangements with district and community partners
- Collaborate with educators, colleges, universities, and community organizations to expand opportunities for students

Impact Measurement & Reporting

- Build consistent systems to track participation, outcomes, and stories of impact
- Prepare program reports for the Board of Directors, donors, sponsors, and grant funders
- Monitor and evaluate program outcomes to improve academic achievement

Fundraising & Donor Support

- Partner with the Executive Director on grant proposals, sponsorship packages, and donor cultivation
- Provide program content for newsletters, social media, events, and the annual report
- Support signature events, including the annual golf tournament and Excellence in Education Awards

Budget & Operations

- Develop and manage program budgets, monitoring spending against approved plans
- Work with staff on purchasing, restricted fund tracking, and documentation

WHAT WE'RE LOOKING FOR

Qualifications

- Bachelor's degree in Education, Nonprofit Management, Public Administration, or a related field
- At least three years of experience managing programs in education, youth development, or the nonprofit sector
- Experience managing program budgets and measuring outcomes
- Strong written, verbal, and presentation skills, including reporting to boards and funders
- Ability to build collaborative relationships with diverse stakeholders
- Grant writing and donor stewardship experience

WORK ENVIRONMENT

This position offers flexibility in work location and schedule, balanced with regular time in schools and the on-site presence needed for programs, partner meetings, and events.

Salary Commensurate with experience, Simple IRA 3% match, 80 hours of PTO, plus SDMC holidays.

HOW TO APPLY:

Submit a resume and cover letter to DirectorSearch@MEFinfo.org

Learn more about our work at <https://mefinfo.org/about/>. Posting closes October 30, 2026

Manatee Education Foundation, Inc. is an equal opportunity employer.

