

The Hillsborough Education Foundation, Inc. seeks a Programs Director.

This position manages all Foundation programs which include, but are not limited to School Enrichment (grants, Hillsborough Reads, and Americorps), Scholarships, Take Stock in Children (mentoring), and Teaching Tools programs. The Programs Director is responsible for accurate and timely reporting on the programs and grants to funding and granting entities. The Program Director ensures the highest quality in all Programs and seeks opportunities for continuous improvement.

The Programs Director will report to the President of the Foundation. The incumbent will interact with the School District, funding and public constituents to ensure excellent collaboration. He/she will manage all aspects of the scholarship and grant application process, oversee the Foundation's volunteer program as well as prepare and manage annual budgets for the programs. He/She will ensure that the Teaching Tools for Hillsborough Schools program provides appropriate quality materials to the teachers and students it serves. The Programs Director will have supervisory responsibility over the staff in Programs Department.

Requirements: Bachelor's degree and 5 years experience in managing multiple programs. Experience in working with the school district at various levels and with the public. Strong organization, analytical and decision making skills. Excellent written and interpersonal communication skills. Proficient in Word, Excel, Outlook and Windows OS. Experience with databases including Raiser's Edge a plus. This position provides a competitive salary and great benefits.

To apply for this position, send resume and salary requirements by email to: lbidali@educationfoundation.com or fax to 813-574-0299. We offer a competitive salary and great benefits.

About: The Hillsborough Education Foundation is a charitable, non-profit organization. We serve the students, teachers and schools of our community and Hillsborough County Public Schools through our mission of *investing community resources to help students achieve academic success*. We invest these resources in programs that address early intervention literacy, dropout prevention, enhancing academic achievement in classrooms and schools, post-secondary scholarships, providing at-risk students with essential tools for learning, recognition and other similar programs.