

POSITION: Deputy Director of Programs

JOB TYPE: Full time, Exempt

REPORTS TO: Vice-President of Programs and Emerging Opportunities (VPPEO)

LOCATION: New Orleans, Louisiana

POSITION SUMMARY

This position is responsible for providing effective and inspiring guidance by developing a broad and deep knowledge of programs and grants operations in order to identify opportunities for Foundation for Louisiana (FFL) to leverage strengths, build capacity, pursue new opportunities, and address organizational challenges.

The Deputy Director (DD) offers support to the staff team to create effective operational systems, processes and policies. In this role, the DD works with senior staff in maintaining a learning culture and advancing organizational development.

The DD also ensures that program operations are working in accordance with foundation-wide policies and procedures including fund development and program operations. The DD supports the VPPEO with staff development and team building inside the organization. The DD also has responsibility for the development and management of key emerging opportunities and unique program offerings.

The DD ensures that all programs and operations are supported by effective systems for planning, budgeting, evaluation, and reporting, while ensuring internal monitoring and continuous improvement efforts. The individual works to increase the effectiveness of the foundation's programmatic and grant-making work by supporting grants management and evaluation as well as research, development, and implementation of promising and best practices.

KEY RESPONSIBILITIES

PROGRAMS MANAGEMENT & EVALUATION (50%)

Emerging Opportunities

- Support the work of the VPPEO by providing leadership and project management oversight on key programs and special initiatives (particularly through the conceptual and development phases).
- Conduct research on promising and best practices to help inform program design, development, and implementation.
- Lead the work of special initiatives as designated by the VPPEO.
- Support the decision-making framework of determining which projects and partnerships FFL should establish.
- Support supervision to staff hired to run emerging opportunities including:
 - Programs Fellow for Youth Organizing Fund
 - Sr. Programs Fellow for New Orleans Alliance for Equity and Justice (NOAEJ)

Evaluation

- Develop and lead continuous evaluation efforts, ensuring clear metrics, data collection and analysis, program evaluation and reporting. This includes:
 - Development of an evaluation framework and monitor evaluation activities.
 - Organizing evaluation training opportunities for program staff to enhance program evaluation efforts and skill development.

PLANNING, OPERATIONS & GRANTS MANAGEMENT (30%)

Grants Management & Performance

- Contributing to, developing and overseeing operational infrastructure, systems, and processes that ensure effective grants management processes. Assessing and improving the same to support effectiveness of the overall team including:
 - Aligning financial and data management systems to support the ongoing and future needs of the foundation including:
 - Managing grant reporting efforts in conjunction with program staff, Chief Executive Officer, VPPEO, and other senior staff.
 - Collecting regular status reports from program staff to enable production of interim and final reports for grants.
 - Maintaining a database of grant obligations, deadlines, and commitments.

FUND DEVELOPMENT and GRANTS MANAGEMENT (20%)

- Provide support to programs fund development and management including:
 - Support program staff in donor management including meetings and presentations.
 - Support grant reporting to donors.
 - Support review and development of proposals as needed.

ADDITIONAL RESPONSIBILITIES

- Represent FFL at local and national meetings to increase institutional visibility and leadership as required.
- Work with and support staff and board committees as necessary.
- Serving as a problem solver and thought partner to VPPEO and other senior staff.
- Support programs staff in improving their efforts to hire/recruit interns, program fellows, and any new program positions.
- Other responsibilities and duties as assigned.

SALARY AND BENEFITS

- Salary starts at \$70,000 and depends on experience.
- Generous benefits package includes: 100% employer-paid medical, dental, and vision premiums; up to \$50,000 employer-paid life insurance; and a 403(b) employer match.
- Generous PTO package includes: Vacation (120 hours/year) and Sick Leave (5 days/year).

HOW TO APPLY

Interested candidates should submit a cover letter summarizing relevant experience and a recent resumé to admin@foundationforlouisiana.org by **Friday, May 24, 2019**. No phone calls please.

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