

LOUISIANA JUMP\$TART COALITION

DIRECTOR

SALARY: \$40,000 - \$50,000 Annually

JOB TYPE: Part-time

BENEFITS: Flexible Schedule

SCHEDULE: Monday to Friday Flexible hours, Occasional weekends and nights

ROLE:

Louisiana Jump\$Tart Coalition seeks a mission-driven nonprofit leader with a passion for financial education. The director will oversee Louisiana's statewide financial literacy efforts and outreach to teachers, associates, partners, elected officials, government, parents, students, and other stakeholders. As the sole employee of the organization, the director will assure that the organization makes consistent and timely progress in achieving its mission and target programmatic impact. The director will provide leadership in developing programmatic, organizational, public relations, and financial plans and execute policies and procedures authorized by the Board. Additionally, they plan, actively manage, and oversee the organization's communications, operations, programs, and fundraising while ensuring the organization's financial sustainability.

STAFF:

The director will work with volunteers, students, and other community partners to improve student access to qualify financial education and resources.

PROGRAMS:

- The director will manage Louisiana's Jump\$Tart Coalition various programs, which includes the following responsibilities:
- Support the development and improvement of financial literacy resources and curriculum for the use in Louisiana classrooms.
- Plan and organize the listed annual events.
 - Two Louisiana Jump\$Tart Financial Literacy Bootcamps
 - Financial \$marts
 - Workplace Financial Literacy Honor Roll
 - Other programs as directed by board

PARTNERSHIPS:

- The director will work closely with the Louisiana State Board of Education, Louisiana System of Higher Education, Louisiana Council on Financial and Economic Education, Louisiana Office of State Treasure, teacher's associations, and other private, public, and governmental organizations committed to improving financial capability in Louisiana.

FUNDRAISING/FINANCIAL RESPONSIBILITIES:

- The director will
 - actively engage in fiscal management through budgetary development and oversight and routinely report performance and financial activities to the Board.
 - secure funding from a variety of sources to ensure future success of organization and programs. This includes:
 - Membership dues invoicing and collection
 - Grant Writing
 - Securing Sponsorships
 - Donor Relations and Partner Appreciation
 - Fulfill all reporting requirements for funds collected.
 - Ensure timely reimbursement requests for all monies expended by partners or themselves.
 - In conjunction with the treasurer, ensure all annual and monthly expenditures are remitted in a timely fashion.
 - In conjunction with Executive Board – prepare and present annual budget.
 - Develop fundraising prospects with the goal of supplementing a portion of the director's salary.

OPERATIONS:

- The director is responsible for overseeing the day-to-day operations of the organization and ensuring its overall successful long-term operations, including:
 - Financial management
 - Budgeting
 - Record Retention
 - Bi-Monthly meeting and event planning
 - Assisting with the development and execution of the strategic plan
 - Maintaining regular communication with the Louisiana Jump\$tart Board and follow up on all deliverables.
 - Maintaining regular communication with the National Jump\$tart Coalition and follow up on all deliverables.
 - Maintain electronic records on the provided technology tools.
 - Review and organize all historical forms and materials to determine retention and future use.
 - Review, organize and store all event and promotional materials and signage.
 - Share all threats to or opportunities for growth with the board.
 - Protect, maintain, and positively improve the Louisiana Jump\$tart reputation within Louisiana and with all national partners.
 - Management of outsourced contractors, volunteers, or internal staff as the need arises.
 - Reports to the organization's Board of Directors and will establish goals, objectives, and operational plans in collaboration with the Board.
 - Responsible for holding board meetings every other month and ensuring the minutes are accurately recorded and approved.
 - Collection and management of current partnership information.
 - Assist board with identification of future board members, succession planning, and board development.

MARKETING AND COMMUNICATIONS:

- The director is responsible for the organization's marketing and communications, including:
 - Monitor and maintain the organization's social media account.
 - Manage the organization's Listserv
 - send out email communications to board, educators, and partners.
 - maintain the organization's website and answer questions submitted through the website.
 - Coordinate the production of graphics, publications, promotional items, and materials etc.
 - Capturing event and meeting photos and sharing with appropriate media outlets and on Louisiana Jump\$tart Social Media accounts.
 - Create and distribute an electronic quarterly newsletter.

PROFESSIONAL QUALIFICATIONS:

- A bachelor's degree (Required) and higher preferred
- Transparent and high integrity leadership
- Nonprofit management experience preferred
- Experience and skills in working with Board Directors
- High level strategic thinking and planning.
- Ability to envision and convey the organization's strategic future to the board, volunteers, and overall community.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Event Planning, marketing, and communication experience.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partners agencies, and volunteers.
- Solid organizational abilities, including planning, program development, and task facilitation.
- Comfortable with technology
- Strong financial management skills, including budget preparations, analysis decision making, and reporting
- Strong written and oral communication skills
- Strong public speaking and presentation skills
- Strong work ethic with a high degree of energy
- Interest and knowledge in financial literacy