



**Learning and Programs Director
Full Time**

To apply, please send a resume and cover letter to hello@LeadDSM.org.

REPORTS TO: Executive Director

SALARY RANGE: \$55,000 - \$70,000 Plus Benefits and Room to Grow

IDEAL CANDIDATE:

Creative, organized, enthusiastic self-starter with in-depth experience in planning and facilitating intentional, engaging learning experiences for youth and adults. The ideal candidate appreciates the importance of leadership in achieving Lead DSM's vision of a thriving community for all, served by an endless source of civic stewards, and wants to take our programming to the next level.

PRIMARY FUNCTIONS:

Oversee, strategize, plan, and implement Lead DSM programs, including program facilitation, operations, and recruitment, resulting in transformational leadership experiences.

Collaborate with executive director, board members, executive council, volunteers, and staff to achieve participant engagement and growth through best-practice learning techniques.

RESPONSIBILITIES:

1. Oversee all aspects of the Youth Leadership Initiative, Community Connect, Greater Des Moines Leadership Institute, and potential new programming.
2. Develop and report on curriculum and learning objectives.
3. Apply and stay up to date on adult and youth learning techniques to creatively and appropriately engage participants.
4. Teach community change and leadership frameworks, such as design thinking and the five practices of exemplary leaders.
5. Facilitate dialogue about community issues, with the ability to manage challenging conversations amongst people with diverse beliefs and experiences.

6. Actively engage in, learn about, and build relationships in the Greater Des Moines community to ensure an understanding of community issues with the goal of curriculum relevancy.
7. Work collaboratively with and lead professional-level volunteers for each program committee.
8. Execute program operations, including participant onboarding and program logistics, while working collaboratively with the Operations Manager.
9. Recruit participants through meaningful relationship development with community partners and alumni.
10. Share program news, updates, etc. on social media.
11. Develop and monitor annual budgets.
12. Nurture sponsor relationships.
13. Contribute to the strategic direction of the organization.
14. Participate actively and collaboratively as a member of the Lead DSM Team.
15. Complete other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree (Master's preferred) with at least 5 years of documented experience in education, training, leadership development, or related field, or equivalent experience.
2. Reasonable schedule flexibility to accommodate program sessions and Lead DSM events.
3. Excellent oral and written communication and interpersonal skills.
4. Organized with the ability to successfully handle different priorities.
5. Proficient in Microsoft Office, including Word, Excel, PowerPoint, Outlook, etc.
6. Proficient in social media platforms, including Facebook, Instagram, LinkedIn, and X.
7. Ability to transport program materials and supplies between office and program locations.