

DIRECTOR OF SPECIAL PROGRAMS

Supervisor: Chief Executive Officer

Status: Full-Time, Exempt

POSITION SUMMARY

The Director of Special Programs advances the mission of The George Foundation by leading strategic community-based initiatives including scholarships, leadership development, capacity building, and community stakeholder engagement that positively impact Fort Bend County.

The primary responsibility of this role is to provide leadership, planning, operational oversight, and relationship management for the Foundation's three signature special programs that include Youth in Philanthropy (YIP), Excellence in Nonprofit Leadership (ENL), and the Foundation's flagship scholarship program. Additionally, the role supports nonprofit capacity building and other community engagement efforts.

The Director also serves as an ambassador for the Foundation, cultivating relationships with nonprofit organizations, educational institutions, community leaders, volunteers, and strategic partners to support the Foundation's broader philanthropic and community impact goals.

POSITION DUTIES

SPECIAL PROGRAM LEADERSHIP

- Provide strategic and direct operational oversight of the Youth in Philanthropy (YIP) program, including participant recruitment, volunteer coordination, nonprofit partnerships, program logistics, awards, and student engagement.
- Manage the Foundation's scholarship programs through outreach, awareness, applicant support, partnership coordination, and collaboration with a third-party scholarship administrator.
- Oversee and coordinate the Excellence in Nonprofit Leadership (ENL) program, including participant recruitment, facilitator coordination, retreat planning, curriculum content and support, and alumni engagement.
- Collaborate across Foundation departments to effectively administer special programs and maintain proper compliance and audit requirements.

- Develop and implement nonprofit capacity-building and leadership development opportunities
 - Support special initiatives and projects as assigned by the CEO
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COMMUNITY ENGAGEMENT & RELATIONSHIPS

- Build and maintain collaborative relationships with nonprofit organizations, school districts, higher education institutions, community leaders, volunteers, donors, and strategic partners.
 - Represent the Foundation at community meetings, nonprofit events, speaking engagements, and partnership initiatives.
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STRATEGIC PLANNING & ADMINISTRATION

- Develop and manage program timelines, budgets, contracts, evaluations, and reporting processes for assigned initiatives.
 - Prepare reports, presentations, program summaries, and data analysis for the CEO, Board of Trustees, and community stakeholders.
 - Monitor program outcomes and maintain accurate records, metrics, and participant data to support evaluation and strategic decision-making.
 - Utilize database and technology systems to support program management, communication, and operational efficiency.
 - Ensure compliance with Foundation policies, legal requirements, auditing standards, and applicable regulations.
 - Support long-range planning efforts and contribute to organizational strategy discussions.
 - Supervise interns, volunteers, consultants, or temporary staff as assigned.
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POSITION QUALIFICATIONS

- Bachelor's degree required.

- Minimum of 7–10 years of professional experience in nonprofit leadership, education, community engagement, program management, philanthropy or related fields.
- Passion for youth engagement and community impact.
- Demonstrated experience managing complex programs, events, and community partnerships.
- Strong project management and organizational skills with the ability to manage multiple priorities and deadlines.
- Exceptional written and verbal communication skills; comfortable with public speaking with strong presentation experience.
- Ability to build strong relationships with diverse stakeholders, including nonprofit leaders, educators, volunteers, donors, students, and community partners.
- Capability to create board-level reports, presentations, and strategic communications
- High level of professionalism, discretion, judgment, and attention to detail.
- Strong analytical and problem-solving abilities.
- YIP responsibilities require leading six Saturday sessions in the fall and winter.
- Flexibility to attend occasional evening and weekend events.