Position: Executive Director, New Orleans People Program (www.peopleprogram.org)

Status: Full-Time / Exempt

Reports to: New Orleans People Program Board of Directors

Description: People Program seeks an Executive Director with excellent relationship and leadership skills to lead our membership community of learners, our staff, and our organization into the future. For 50 years, People Program, a 501c3 and member of the Congregation of St. Joseph Mission Network, has made a vital contribution to New Orleans. We serve people 50 years and older who are lifelong learners looking for creative ways to spend leisure time while remaining both active and engaged. Our members represent diverse backgrounds, ranging in age from 50 to 90 years old. Our array of course offerings include exercise, technology, current events, dance, art, crafts, games, languages, music, and more offered at three campuses, two in-person (Eastbank and Westbank locations) and one virtual via Zoom. We offer more than 100 courses to a member base of 200-500 people.

Responsibilities:

- Collaborates with the Board of Directors to develop a vision and ongoing strategic direction and plan;
- Exercises a cooperative style of leadership that recognizes and utilizes the expertise, skills and gifts of others;
- Ensures fiscal oversight and management of the program;
- Recruits, retains and manages a staff and volunteer base;
- Provides oversight and management of all fundraising efforts, including donor and community partnership development, special events, grant opportunities, and all gift cultivation, solicitation and stewardship;
- Engages in outreach activities to promote People Program in the communities it serves;
- Ensures that the Mission of People Program and the Congregation of St. Joseph (CSJ) Mission Network are aligned throughout the organization.

Qualifications:

- Bachelors degree required;
- Experience working with senior population preferred;
- Five years or more experience in the non-profit sector with demonstrated experience in team leadership and management;
- Demonstrated ability to develop and manage an organizational budget;
- Demonstrated success in working collaboratively with individuals and teams;
- Strong visioning and strategic leadership skills; demonstrated ability to engage and utilize the skills and strengths of colleagues;
- Strong verbal and written communication skills;
- Proficient skills in technology;
- Willingness to learn, appreciate and incorporate the CSJ Mission in day-to-day operations.

Salary commensurate with experience; benefits package is negotiable.

Please submit cover letter and resume by July 1, 2024 (in PDF or MS Word format) to hiring@peopleprogram.org