**Job Title:** Director of Education Programs (Volunteer)

**Department:** Education Program Department

**Reports To:** Vice President, The McCabe Foundation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Overview:**  
The Director of Education Programs will play a pivotal role in furthering The McCabe Foundation’s mission to support and empower local youth through education. This unpaid volunteer position will report directly to the Vice President of The McCabe Foundation and will be responsible for developing and maintaining relationships with local youth education programs and institutes. The Director will assess, recommend, and help implement initiatives designed to support and strengthen educational opportunities for underserved youth. Additionally, the Director will serve as the head of the Education Program Department and contribute to the McCabe Foundation Scholarship Committee in its efforts to identify and support scholarship recipients.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Responsibilities:**

**Relationship Building & Program Development:**

* + Cultivate relationships with local schools, after-school programs, youth-focused nonprofits, and educational institutions.
  + Identify needs and opportunities within these programs where The McCabe Foundation can provide support.
  + Collaborate with educational leaders to determine innovative ways the Foundation can enhance or expand their existing initiatives.

**Program Assessment & Recommendations:**

* + Research and evaluate local youth education programs to determine which initiatives align with The McCabe Foundation’s mission and values.
  + Provide recommendations to the Vice President on which programs or projects The McCabe Foundation should prioritize for investment and support.
  + Assist in the development and execution of funding strategies and educational initiatives for long-term sustainability.

**Leadership of Education Programs Department:**

* + Lead and oversee the Education Programs Department, ensuring that all initiatives are implemented effectively and in alignment with The McCabe Foundation’s vision.
  + Act as a liaison between The McCabe Foundation and the educational community.
  + Provide guidance and support to volunteers and other team members involved in educational projects.

**Scholarship Committee Leadership:**

* + Serve as a key member of the McCabe Foundation Scholarship Committee.
  + Assist in the review and selection process for scholarship applications, ensuring alignment with The McCabe Foundation’s goals for empowering youth through education.
  + Contribute to the development of scholarship criteria and policies, ensuring fairness and transparency in the selection process.

**Reporting & Communication:**

* + Regularly report to the Vice President on the status and progress of educational initiatives.
  + Maintain thorough documentation of relationships, projects, and initiatives.
  + Communicate program successes, challenges, and recommendations to stakeholders within and outside of the Foundation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications:**

* Passion for youth education and community engagement, especially for underserved communities.
* Strong knowledge of educational systems, both local and national, with an emphasis on youth programs.
* Proven ability to build relationships with diverse stakeholders, including schools, community leaders, and nonprofits.
* Excellent communication, organizational, and leadership skills.
* Ability to assess program effectiveness and make strategic recommendations.
* Previous experience working in or with educational programs is preferred but not required.
* A strong commitment to The McCabe Foundation’s mission and values.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time Commitment:**  
This is an unpaid, volunteer position. The expected time commitment will vary depending on the scope of ongoing initiatives but is anticipated to be approximately 4-6 hours per week.

**Why Volunteer with The McCabe Foundation?**

As the Director of Education Programs, you’ll play a pivotal role in shaping the future of youth education in our community. You will have the opportunity to make a direct, lasting impact on the lives of young students and work with a passionate team committed to positive change.

If you're driven by a desire to create lasting community partnerships and have a passion for youth education, we would love to have you join our team!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Apply:**  
Please submit your resume and a brief cover letter explaining your interest in the position and any relevant experience to [opportunity@mymccabefoundation.com](mailto:opportunity@mymccabefoundation.com)

**The McCabe Foundation is an equal opportunity organization and encourages individuals from all backgrounds and experiences to apply.**