



Programs Manager Job Description (September 2026)

POSITION TITLE: Programs Manager

REPORTS TO: Executive Director

FLSA STATUS: Exempt

EFFECTIVE DATE: TBD

OVERVIEW

Leadership DeKalb is a private 501(c)(3) educational nonprofit. The organization is governed by a Board of Directors and led by an Executive Director, who oversees all aspects of programs and operations.

Leadership DeKalb's mission is to develop informed, connected, and committed community leaders who strengthen DeKalb County and the greater Atlanta region. In keeping with that mission, all members of our staff are committed to and guided by this mission and the strategic plan goals.

Qualifications:

- College-level education in communications, nonprofit management, public relations, or related field; equivalent experience considered
- 2-4 years of experience in nonprofit, education, or community development, such as experiential education, project management, or program coordination.
- Detail-oriented with strong organizational and project management skills.
- Ability to work collaboratively with staff, volunteers, alumni, and community partners.
- Commitment to Leadership DeKalb's mission and to fostering an inclusive, engaged alumni community.

Position Overview

The Programs Manager is responsible for directing all Leadership DeKalb programming designed to develop community leadership skills.

Responsibilities fall into two main areas:

- 1. Program Recruitment & Selection**
- 2. Program Days**

These responsibilities may evolve as the organization grows.

1. Program Recruitment & Selection

- Lead annual recruitment efforts for the next co-hort, including drafting press releases and hosting open house informational sessions.
- Work with the Selection Committee and Executive Director to execute the selection processes for Leadership DeKalb program participants, including application management, interview coordination, and communications with nominees and candidates.

2. Program Days

- Plan, coordinate, fund, and execute programs that provide active learning opportunities, expand understanding of community issues, and support civic engagement through education and volunteerism.
 - Establish program objectives to measure participant growth and learning and conduct follow-up surveys after each program day.
 - Build and maintain strong, authentic relationships with program day stakeholders, including alumni committee members, speakers, community partners and organizations, and other supporters.
 - Manage program expenditures and reconcile monthly against the approved budget.
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Note: The Programs Manager is expected to be present at all signature program events, including Orientation, Opening Retreat, and Closing Retreat, and other key organizational events as determined by the Executive Director.

COMPENSATION & WORK SCHEDULE

This is an exempt position averaging approximately 30 hours per week. Work schedule may vary and may require occasional evenings, early mornings, and weekend hours depending on programming needs. Local travel within the DeKalb County and greater Atlanta area is required.

Compensation is commensurate with experience and qualifications.

Benefits include:

- Flexible hours based on programming needs.
- Paid vacation time as agreed upon with and requested in writing from the Executive Director.
- Additional time off at the discretion of the Executive Director when necessary.

PHYSICAL REQUIREMENTS

This position is not limited to a desk environment. The Programs Manager may be on their feet for extended periods of time before, during, and after leadership events. Reasonable accommodations may be made for individuals with disabilities.

ADDITIONAL INFORMATION

This job description is not a comprehensive or exhaustive listing of all responsibilities required of the Programs Manager. Responsibilities, tasks, and projects may change at any time, with or without notice, in response to organizational needs.

EQUAL EMPLOYMENT OPPORTUNITY

Leadership DeKalb provides equal employment opportunities (EEO) to all employees and applicants for employment and prohibits unlawful discrimination and harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation, or any other protected class as defined by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.