Mission: The Lawrence Township School Foundation (LTSF) raises funds and fosters community connections that support enriching educational experiences for all Lawrence Township students.

Job Title: Program Manager

Job Frequency: This position is based in the LTSF office in Indianapolis (Lawrence) and follows a 40-hour work week (Monday–Friday), with occasional early morning, evening, and weekend hours for programs, Board and committee meetings, and special events. A flexible schedule and local travel to schools, community partners, and program sites are required.

Job Classification: Full-time, Salary. Salary range is $40,000–$50,000 based on experience.

Benefits: Salary commensurate with experience; comprehensive health, dental, and vision plans; retirement savings plan; generous paid time off and holidays; professional development opportunities to enhance skills and knowledge; a supportive and collaborative work environment dedicated to making a positive impact on students and educators in Lawrence Township.

Position Summary: The Program Manager oversees the day-to-day execution of LTSF programs, grants, and scholarship initiatives, managing multiple priorities and projects simultaneously in a dynamic, mission-driven environment. This position is ideal for a resourceful, highly organized professional who excels at working independently, driving projects forward, and maintaining exceptional attention to detail. The role requires strong project coordination skills, sound judgment, and the ability to manage competing deadlines while ensuring projects stay on track and stakeholders remain informed and engaged. The successful candidate will communicate effectively with diverse audiences, coordinate complex logistics, and take ownership of deliverables from project initiation through closeout. Responsibilities include planning and tracking project activities, managing purchasing and vendor relationships, coordinating meetings and events, preparing reports, maintaining project documentation, and handling program materials and supplies, with or without reasonable accommodation. Outdoor program activities may involve varying weather conditions.

The Program Manager works within approved program plans and budgets, with guidance from the President & CEO, payment and accounting support from finance staff, and collaboration from educators, district partners, committees, and Board of Directors.

ESSENTIAL RESPONSIBILITIES:

Program Management

- Manage Foundation programs, grants, and scholarships from planning through completion, maintaining program calendars, timelines, priorities, responsibilities, and deliverables across multiple initiatives.
- Coordinate implementation with school personnel, advisors, volunteers, committees, and community partners. Organize schedules, registration, participant information, materials, supplies, and activity logistics.
- Anticipate needs, clarify partner responsibilities, monitor progress, and follow up until commitments are fulfilled.
- Administer application and award processes, including promotion, application setup and testing, applicant assistance, required documentation, and deadline tracking.
- Coordinate committee meetings and reviews, prepare materials and recommendations for required approvals, document action items, and complete award notifications and recipient follow-up.
- Process requests for program assistance within established timelines, verify documentation, and approve eligible requests within delegated authority or obtain required approval.
- Track spending against approved budgets and coordinate purchasing, invoices, reimbursements, stipends, and award payments with finance staff. Maintain supporting records and resolve discrepancies.
- Maintain accurate electronic program records and use spreadsheets, Foundant, Smartsheet, and other tools to track participation, applications, awards, expenditures, deadlines, and outcomes.

- Provide regular status updates; obtain required reports; organize approved photographs, testimonials, and impact information; and complete documentation, financial follow-up, and reporting before closing each project.

Customer Service

- Serve as a responsive, professional program contact for educators, students, families, community partners, Board and committee members, and occasionally donors.
- Provide clear, accurate, and timely information, instructions, and correspondence. Communicate requirements, deadlines, decisions, and changes in a respectful and helpful manner.
- Build positive relationships, listen carefully, respond to questions, and take ownership of follow-up.

QUALIFICATIONS & PROFESSIONAL ATTRIBUTES:

The ideal candidate will possess the following qualifications and attributes:

- At least three years of relevant experience coordinating projects, programs, grants, scholarships, school initiatives, or similar work, with demonstrated success completing responsibilities. A bachelor's degree or an equivalent combination of education and relevant professional experience is preferred. Education, nonprofit, foundation, or community program experience is helpful.
- A highly motivated self-starter who takes initiative, anticipates needs, and advances work independently while collaborating effectively with staff, educators, volunteers, and partners.
- A strong work ethic, personal accountability, and high standards for quality, accuracy, and professionalism; a demonstrated commitment to meeting deadlines and completing work on deadline.
- Excellent organizational, written and verbal communication, and problem-solving skills, with the ability to manage competing priorities and convey detailed information clearly.
- A commitment to excellent customer service, including responsiveness, respectful communication, sound judgment, relationship building, and dependable follow-through.
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and Teams, with a willingness and ability to learn Foundant, Smartsheet, and other program management technology. Prior experience with Foundant or Smartsheet is helpful but not required.
- A passion for LTSF's mission and serving Lawrence Township students and educators, along with integrity, discretion, and careful handling of confidential information.

SUPERVISION RECEIVED:

- The Program Manager reports directly to the President & CEO. The position receives supervision through weekly one-on-one meetings, ongoing coaching and feedback, annual goal setting, and a formal annual performance evaluation.

Other duties assigned will relate to Foundation programs and their implementation. New initiatives and material changes in scope will be prioritized with the President & CEO based on available time and resources.

The responsibilities outlined in this position description are intended to describe the general nature and level of work performed by the employee assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Responsibilities may be modified as organizational needs evolve.

APPLICATION PROCESS:

Interested candidates should submit a cover letter, resume, and three professional references to:

Misty Wick Johnston, **President & CEO**
Lawrence Township School Foundation
mistywickjohnston@msdlt.k12.in.us

Please use "Program Manager Application" as the email subject line. Applications will be accepted until the position is filled.

The Lawrence Township School Foundation is an Equal Opportunity Employer and is committed to fostering an inclusive workplace. We encourage qualified candidates from all backgrounds to apply.