

Nonprofit: Keep Sugar Land Beautiful (KSLB)

Location: Sugar Land, TX

Reports To: Board of Directors

Position Type: Program Director

Position Summary

The Program Director is the key management leader of Keep Sugar Land Beautiful. Responsible for overseeing the administration, programs, and strategic plan of the organization, focusing on environmental education and engagement. The Program Director will work closely with the Board of Directors to execute a vision that keeps Sugar Land clean and beautiful, as well as manage fundraising, marketing, volunteer coordination, and community outreach partnerships. This position is ideal for a mission-driven leader with strong nonprofit management, communication, and relationship-building skills.

Key Responsibilities

1. Leadership & Strategic Planning

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration.
- Maintain a working knowledge of significant developments and trends in environmental sustainability, litter reduction, and beautification.
- Work with the Board of Directors to develop and execute a multi-pronged fundraising strategy, individual giving, corporate sponsorships, and grant writing.

2. Program Management & Operations

- Oversee the implementation of KSLB programs.
- Maintain partnerships with the City of Sugar Land, State, and other local organizations.

3. Community Outreach & Public Relations

- Serve as primary spokesperson with the community, media, and partners.
- Engage and energize existing KSLB volunteers and recruit new volunteers.
- Increase awareness of KSLB's mission and activities through social media, newspaper, and website management.

4. Board of Governance & Financial Management

- Develop and manage the annual budget, ensuring financial controls and compliance with 501(c)(3) regulations.
- Maintain a transparent relationship with the Board of Directors, providing regular updates on finances, programs, classes, events, programming, fundraising, and grants.

Qualifications

- **Passion for the Mission:** Deep commitment to environmental sustainability, community beauty, and volunteer engagement.
- **Experience:** Experience in non-profit management, community organizing, or a related field.
- **Leadership:** Proven ability to manage volunteers.
- **Fundraising:** Demonstrated success in grant writing, event planning, and soliciting donors.
- **Communication:** Excellent written and verbal communication skills; comfortable with public speaking.
- Live within a 30-mile radius.
- Willingness to continue ongoing training.
- Proficiency in social media marketing and digital tools.
- Demonstrate a strong analytical and organizational ability to multitask while simultaneously managing programs, activities, events, volunteers, employees, contracts, and reports.

Preferred Attributes

- Experience with environmental education or "Keep America Beautiful" affiliates.
- Knowledge of local government operations.

Compensation

Salary of 50-60K based on experience. Benefits include 10 days PTO and 11 paid holidays.

Apply

Send resumes to info@kslb.org.