

Lifelong Learning Institute of Elkhart County

Job Description: Director

March 2025

Position Overview

The Director of the Lifelong Learning Institute (LLI) of Elkhart County provides visionary leadership to advance the Institute's mission of enriching the lives of seniors through engaging educational opportunities. This role is responsible for program development, strategic planning, community partnerships, and operational oversight. The Director reports to the LLI Board of Directors and collaborates closely with Goshen College, Greencroft Communities, and other local organizations.

Key Responsibilities

Strategic Leadership & Organizational Development

- Execute the Strategic Plan in collaboration with the LLI Board.
- Implement best practices from similar programs.
- Strengthen partnerships with Goshen College, Greencroft Communities and other organizations.
- Attend and report at LLI Board meetings.

Curriculum & Course Coordination

- Lead the Curriculum Committee to design a diverse, high-quality schedule of mini-courses, lectures, and workshops tailored to the interests of older adults.
- Develop an annual programming calendar, including the Midwinter Lecture Series, ensuring a well-balanced selection of courses and engaging speakers.
- Recruit and support instructors to ensure high-quality learning experiences.
- Oversee scheduling and secure classroom spaces at Greencroft Goshen, Goshen College, and other venues as needed.

Marketing, Outreach & Community Engagement

- Develop and oversee marketing strategies, including brochures and digital communication to attract and retain participants.
- Oversee the LLI website and social media presence to keep the community informed about upcoming events and opportunities.
- Foster relationships with local media, senior organizations, and community leaders to increase awareness and engagement.

Operational & Financial Oversight

- Work with the Finance Committee to develop an annual budget and set course fees that sustain program operations.
- Coordinate registration logistics.
- Collaborate with Greencroft Communities and Goshen College staff on administrative and financial matters.
- Recruit and manage volunteers to support LLI operations and programming.

Qualifications & Experience

- Education: Bachelor's degree (or above) in Education, Nonprofit Management, Business, or a related field.
- Experience: Proven leadership in program development, administration, and community engagement, ideally within education, nonprofit or senior services.
- Collaboration: Demonstrated ability to build relationships and work with multiple stakeholders in a cooperative and strategic manner.
- Communication & Marketing: Strong written and verbal communication skills, with experience in public relations, marketing, and social media management.
- Project & Budget Management: Ability to develop and manage budgets, meet deadlines, and oversee program logistics.
- Technology Skills: Proficiency in Microsoft Office, email marketing tools, and basic accounting software. Experience with website management and social media platforms is a plus.
- Hands-On Leadership: A proactive, detail-oriented, and solution-driven leader who thrives in an educational environment.

Position Details

- Reports to: Lifelong Learning Institute Board of Directors.
- Position Type: Flexible quarter time; working remotely; open to job sharing.
- Compensation: \$13,500.
- Transportation: Must have a valid driver's license and/or access to reliable transportation.
- Start Date: Summer 2025.

How to Apply

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

LLIGoshenIN@gmail.com