



Position

## Director of Programs

Location            Compensation  
Joliet, IL            \$60,000-75,000 salary, based on experience

## About Joliet Latino Economic Development Association (LEDA)

### Mission

LEDA is committed to advancing the economic opportunities for Latino businesses and individuals by creating and connecting them to educational, cultural, and civic resources to expand community prosperity.

### Vision

To build a financially and culturally prosperous Latino community.

### Position Description

As the Director of Programs, you will play a pivotal role in leading and driving the success of LEDA's goals and objectives. You will be responsible for the strategic development, implementation, and evaluation of programs that empower individuals and communities to achieve economic prosperity. You will be a visionary leader with a deep understanding of economic development principles and the ability to translate complex ideas into impactful programs. The Director reports directly to the President.

### Responsibilities

#### Program Leadership

- Oversee the development, implementation, and evaluation of all program activities aligned with the organization's goals and objectives.
- Lead a team of program staff by providing guidance, mentorship, and professional development opportunities.
- Ensure program quality and effectiveness through data-driven decision-making and continuous improvement processes.
- Partner with external stakeholders to develop collaborative partnerships and secure funding for program initiatives.
- Develop and implement new program initiatives that address critical economic challenges and opportunities.

#### Program Management

- Manage program budgets effectively, ensuring efficient allocation of resources to maximize impact.
- Implement effective program monitoring and evaluation systems, measuring program impact and demonstrating results to stakeholders.
- Secure funding through grants, contracts, and private donations to support program

- sustainability.
- Oversee program logistics and operations, ensuring smooth delivery and adherence to compliance requirements.
- All other duties and responsibilities as assigned

## Qualifications

- Minimum 3 years of experience managing and implementing programs in a non-profit or community development setting, preferably in the area of economic development.
- Positive attitude, entrepreneurial mind-set, willingness to execute new ideas and adapt in a startup-like environment.
- Excellent communication, interpersonal, and leadership skills, with the ability to build strong relationships with diverse stakeholders.
- Proven track record of successful program development, implementation, and evaluation, with demonstrated impact on target populations.
- Strong analytical and data management skills, including experience with program monitoring and evaluation methodologies.
- Passion for social justice and commitment to working with underserved communities.
- Excellent attention to detail, and strong experience in meeting deadlines and compliance requirements.

## Preferred Qualifications

- Bachelor's degree in a relevant field (e.g., public administration, community development, business administration, non-profit management) or equivalent experience.
- Minimum three years of experience in fundraising, sales, and/or community and public relations.
- Community-driven
- Professional-level Spanish speaking, reading, and writing.

## Benefits

- Unlimited PTO
- Flexible work options (remote days/hybrid)
- Benefits package available

### Contact us to apply

To apply, please email your resume and a brief cover letter outlining your interest in the position to Andrea Barron [abarron@jolietleda.org](mailto:abarron@jolietleda.org) by June 5, 2026



# **Director of Programs Transition & Onboarding Guide**

# I. Day-to-Day Responsibilities

## Communication & Partnerships

- Answer partnership calls and respond to emails from partners, sponsors, and program participants.
- Follow up on grant-related items and reporting requests.
- Maintain communication with partner organizations and stakeholders.

## Team Support

- Respond to questions from team members regarding programs, partnerships, or event planning.
- Provide guidance and clarification on program implementation when needed.

## Internal Coordination

- Work with **Luis (Finance)** regarding:
  - Program invoices
  - Payment tracking
  - Financial questions related to programs.
  - Sending monthly bank statements
- Support **Alo** with:
  - Incoming phone calls
  - Directing inquiries to the appropriate team member
  - Reviewing responses when necessary.

## Communications & Branding

- Review and approve social media text before posting.
- Ensure tone is **neutral, professional, and aligned with LEDA branding**.

## Administrative Tasks

- Update or review staff timesheets when needed.
  - Follow up on grant deliverables or documentation requirements.
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## II. Weekly Responsibilities

### Monday Team Check-In

Purpose: Align on weekly priorities and team needs.

Topics typically covered:

- What each team member is currently working on
- Assigning new tasks
- Identifying challenges or support needed
- Reviewing upcoming deadlines, events, or partner requests

### End-of-Week Program Review

At the end of each week:

- Review program reports and progress updates
  - Ensure tasks and deliverables are on track
  - Review Financials
  - Prepare updates and talking points for the **check-in with Alex**
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## III. Bi-Weekly Responsibilities

### Payroll

- Review and approve **Justworks hourly timesheets**

### Financial Oversight

- Confirm funds are available or replenished in the **Wintrust account**

### Partner Meetings

- Attend the CCP check-in meeting with Emmanuel
  - Review program progress and upcoming activities
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# IV. Monthly Responsibilities

## Organizational Meetings

- Attend Comprehensive Plan meeting
- Attend All-Hands LEDA meeting
- Attend CCP Board Meeting

## Program Management

- Oversee **monthly event planning**
- Review and approve **LEDA newsletter**

## Financial Administration

- Prepare invoices for programs
- Process incoming invoices

## Government & Community Engagement

- Attend **City Council meetings** when programming or partners are involved
- Attend **Route 66 events meetings with the City**  
Attend **parade planning meetings** when LEDA participates

## External Collaboration

- Attend **DCEO Collectivo Meetings (monthly)**

Purpose of Collectivo meetings:

- Identify new partnership opportunities
  - Learn about new grant opportunities
  - Receive training on specific business development topics
  - Exchange ideas with organizations across Illinois
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- Understand the current economic climate in other communities
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# V. Bi-Monthly Responsibilities

## **Board Preparation**

- Collect committee notes
- Prepare the **agenda for the LEDA Board Meeting**

## **Business Navigator Program**

- Complete program reporting
  - Submit invoices
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# **VI. Quarterly Responsibilities**

## **Program Planning**

### **LEDA Social**

- Plan networking events
- Confirm venue, sponsors, and partners

### **Academia Workshops**

- Coordinate speakers and topics
- Organize workshop schedules

### **ServSafe Programming**

- Schedule sessions
- Coordinate instructors and participants

## **Reporting**

- Complete **LBAP report**
- Send report to **Bill and the City contact**

## City Coordination

- Attend **City Special Events Meeting**
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# VII. Annual Program Calendar

## March – April

### Grant Season

- Apply for grants
    - CDBG Grant opens
    - Old National Bank Foundation Grant - Recommend to apply for full year of programming and events
  - Gather program data and statistics
  - Identify additional grant opportunities
  - Prepare supporting documentation for applications
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## April 30

### Big House Ball Game

- LEDA volunteers at the **Big House Ball Game**
  - Coordinate volunteers and confirm participation
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## June

### Fiesta en la Calle Planning Begins

- Begin event planning
- Submit **Special Events Application**
- Complete **Sponsorship Packet**

- Reach out to sponsors  
(*Note: Some sponsors such as local banks require 60 days approval*)
- Complete Event Layout maps and send to city for Fiesta

## Grant Follow-Up

- Follow up on **CEJA renewal or extension**

## Reporting

- Complete the **previous Fiesta report** and provide statistics to funders as requested
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## July

### Event Preparation & Marketing

- Confirm preparation items for the **LEDA Rooftop Social**
  - Begin marketing materials for **Fiesta**
  - Update website event page  
Prepare vendor forms and registration
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## August

### Vendor Coordination

- Connect with **Will County Health Department for Fiesta Vendors (check in with Yesenia Cazares for support)**
- Submit vendor list to **Tierra Gavin, from Will County Health dept.**
- Confirm event date and compliance requirements
- Schedule Safety meeting with Event Committees and Joliet Police and Staff
  - Check-in with Ann Sylvester, COJ for assistance in coordinating

### Funding Updates

- Expect notice for **State Grant renewal**

## Reporting

- Send **D’Arcy Motors funding report** to **Rosie**

## Programming

- Begin preparation for **Hispanic Heritage Month workshops and spotlights**
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# September

## Hispanic Heritage Month

- Approve marketing and program content

## Sponsorship & Vendor Management

- Follow up with sponsors for payments
- Ensure vendors are ready for inspection
- Confirm all vendor fees are paid
- Payout Fiesta vendors contracted for the event

## Funding Notice

- Expect notification regarding **LBAP funding**
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# October

## Dia de los Muertos Gala

- Confirm menu with venue
  - Casa Catrina tentative new location

- Ricardo
    - Jacob Henry Mansion
      - Sue
  - Contact Decorators for quotes
    - Mar y Cielo
  - Update website pages and sponsorship docs
  - Coordinate entertainment
  - Confirm decorations and program elements
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## November

### End-of-Year Wrap-Up

- Complete **annual reporting**
  - Prepare **annual report**
  - Process remaining program invoices
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## VIII. Strategic Projects & Opportunities

*(Initiatives that would benefit from additional time and development)*

### Commercial Kitchen Incubator

Conversation started with **Joliet Township Government**.

Goal:

- Develop a shared **commercial kitchen space** for food entrepreneurs
  - Provide access to affordable commercial kitchen infrastructure.
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### Academia 2.0

Conversation started with **Joliet Junior College**.

Goal:

- Expand the **Academia training program**
  - Potential certifications or structured entrepreneurship education.
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## **LEDA Microgrant / Microloan Program**

Potential funding source: **CDBG funds**

Goal:

- Provide capital to early-stage entrepreneurs
  - Support startup costs such as:
    - equipment
    - Inventory
    - Marketing
    - business launch expenses
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## **Investors Roundtable**

Concept:

- Invite local investors and business leaders
- Entrepreneurs present business ideas or startup pitches

Goal:

- Connect startups with capital
  - Encourage local investment in small businesses
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## **Corridor Roundtables**

Focus on strengthening business corridors including:

- Route 30
- Ruby Street
- Essington Road
- Jefferson Street
- Route 59

Future expansion:

- Crest Hill
- Romeoville
- Grundy County

Purpose:

- Identify business needs
  - Encourage collaboration between businesses and stakeholders
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## **Meet the Lenders Series**

Concept:

- Connect entrepreneurs with financial institutions.

Potential participants:

- Community banks
- Credit unions
- SBA partners
- CDFIs

Goal:

- Improve access to capital
- Build relationships between businesses and lenders

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## **Dia de los Muertos 5K Run**

Concept:

- **Mariachi-themed 5K run/walk**

Potential outcomes:

- Community engagement
- Cultural celebration
- Fundraising opportunity.

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## **Berwyn Shops–Inspired Marketplace**

Inspired by the **Berwyn Shops model**.

Concept:

- Small vendor kiosks
- Rotating entrepreneurs
- LEDA programming integrated into the space

Goal:

- Provide low-barrier entry opportunities for new businesses.

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## **Route 66 Food Truck & Farmers Market Series**

Potential locations:

- Route 66 / Collins Street corridor
- Mall area

Concept:

- Seasonal food truck and farmers market events
- Feature small business vendors

Goal:

- Attract visitors and tourists
- Activate commercial corridors
- Support local entrepreneurs