



Job Description: Associate Program Director

The Luminos Fund, an international non-profit bringing education opportunities to the world's most vulnerable children, seeks an experienced and dynamic Associate Program Director to contribute to its rapid growth and expansion. This role will report to the Senior Director of Programs and strengthen the design and delivery of Luminos education programs in different countries. Ideal candidates are skilled professionals with robust analytical and project management experience who are keen to strengthen their general management skills. Experience in international education is not required, but a passion for driving transformative results for children around the world is essential.

This full-time position can be based anywhere in GMT -5 to +3 time zones (e.g., New York, London, Dubai, etc.) and will require up to 50% travel to challenging contexts in Africa and the Middle East.

About the Luminos Fund

The Luminos Fund (www.luminosfund.org) believes that no child should be denied the chance to learn. Launched in 2016, Luminos is scaling up Second Chance: an accelerated learning program that enables children who have been kept out of school by crisis or poverty to catch up to grade level and return to learning – all in 10 months. A registered 501(c)(3) non-profit, we operate programs in Ethiopia, Liberia, and Lebanon, where we work with Syrian refugees. To date, we have helped over 152,000 children secure a second chance to learn.

As school reopens across the globe following the COVID-19 pandemic, Luminos is rising to meet the moment – launching new country programs and developing new ways of delivering at scale. With up to 24 million additional children expected not to return to school in the aftermath of COVID-19, our mission is more important than ever.

Luminos is supported by premier philanthropic organizations, including UBS Optimus Foundation, Dubai Cares, Cartier Philanthropy, Legatum, and a community of high-net-worth individuals. Luminos has been recognized for its achievements globally, receiving the Lipman Family Prize, the HundrED Global Innovation Award for the last four years, and the WISE Award.

Duties and Responsibilities

Program Design and Management

- Manage country programs for success. Deliver on key program goals, defined in concert with colleagues. Continually enhance program design and execution to ensure impact for children.
- Conduct diligence on prospective Implementing Partners, assessing operational and financial capabilities. Develop budgets in consultation with partners and manage funds utilization.
- Problem-solve in complex operating contexts: identify bottlenecks, work with colleagues to craft practical solutions, and implement with speed and confidence.
- Manage external evaluation partners and other vendor relationships to deliver high quality results, even in challenging circumstances.
- Manage program and country budgets to ensure efficient resource utilization and prepare required financial reporting.



Data Management and Analysis

- Develop and refine new country data dashboards to support efficient program management.
- Maintain organization-wide program data integrity. Collaborate with Luminos country teams and Implementing Partners to drive smooth data collection and review processes. Provide capacity building and support to ensure data integrity.
- Work to advance deeper data utilization and analysis, inside and outside the organization, to drive better outcomes for our students.
- Benchmark Luminos program data against other international standards to identify areas of improvement and refinement. Conduct custom analyses of multi-country internal and external student-level data.
- Distill program insights in blogs, articles, and other communications developed in coordination with the Luminos communications team.

Staff and Stakeholder Management

- Support relationship building with Ministries of Education in existing and new geographies with the aim of driving government adoption of Luminos programs.
- Support a talented, diverse team united by strong, core values.

Fundraising and Donor Relationship Management

- Ensure delivery of timely, accurate, and accessible reporting on a range of donor requirements.
- Supplement stated reporting requirements with compelling PowerPoint presentations, photo essays, and other materials that help bring our programs to life.
- Help steward donor relationships: listening closely for unspoken needs, building a strong sense of connection and ownership of the work, and sharing salient anecdotes and lessons learned.
- Help draft complex program proposals and budgeting with the development and finance teams.

Required Experience

- Bachelor's degree required. Master's degree preferred. At least one degree must be in a quantitative field of study.
- 5+ years' work experience with increasing levels of responsibility, across the business or non-profit sectors in cross-cultural contexts.
- Experience in a startup environment, and building something from nothing, is strongly desired.
- Thorough understanding of basic statistical methods (hypothesis testing, linear regression, logistic regression, etc.).
- Experience with programming and data tools such as SAS, R, STATA, Python, SQL, etc.
- Excellent writer and persuasive communicator in English, additional language skills a plus.
- Experience managing teams, internationally and/or cross-culturally.



Core Attributes

- Belief and demonstrated passion for the mission, vision, and values of Luminos Fund.
- Impeccable integrity and can-do attitude.
- Natural affinity for technology and a love of data.
- Belief that success lies in the details.
- Innate sense of responsibility for delivery of quality work, even in adverse circumstance.
- Self-motivated, with the ability to work independently in challenging international contexts, as required.
- Experience working with diverse constituents, teams, and colleagues.
- Readiness to problem solve creatively on a myriad of fronts and go above and beyond to deliver outsized success.

To apply for this position, please write to careers@luminosfund.org with a brief cover letter and your CV.

The Luminos Fund is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.