



Job Description: Program Director, Curriculum / Associate Program Director, Curriculum

The Luminos Fund, an international non-profit bringing education opportunities to the world's most vulnerable children, seeks an experienced and dynamic Program Director or Associate Program Director of Curriculum to contribute to its rapid growth and expansion. This role will report to the Senior Director of Programs and lead the development and stewardship of curriculum across Luminos country programs. The position calls for a skilled professional who has experience designing and leading complex education program design efforts. Experience in low-income countries working with global teams is welcomed, but we are equally interested in passionate, innovative educationalists who may not yet have had the chance to work internationally. Experience in the US charter school or UK academy school sectors might be a good fit for this role.

This full-time position can be based anywhere in GMT -5 to +3 time zones (e.g., New York, London, Dubai) and will require up to 30% 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

Toolkit Development

- Lead the concepting, design, and drafting of a Luminos program toolkit, capturing the essence of our unique approach to curriculum, pedagogy, and performance management, to share with governments, non-profits, and educators around the world.
- Assess research to-date on the Luminos methodology's essential elements and map against existing international toolkits to craft a framework that is unique and additive to the global landscape.
- Collaborate closely with the Luminos Content Producer to create a unique and on-brand look and feel for the toolkit. Together, plan and resource desktop publishing requirements and scope opportunities to use video and other digital resources to capture key program techniques and approaches. Plan and manage any outside resourcing required.
- Serve as primary author on the toolkit, working in an iterative fashion with program staff and other stakeholders to test and refine the product. Prioritize deploying modular elements of the toolkit into the program context quickly and learning through use.



- Design and execute a testing plan for each aspect of the toolkit to ensure the toolkit is purpose-built for the classroom and Ministry of Education environment.

Country Program Curriculum Development

- Oversee annual revisions to each country program's curriculum. Lead feedback sessions with implementing partners and conduct classroom observations to identify elements to refine.
- Create stimulating lesson plans and recommend interesting additional resources.
- Contextualize program elements (e.g., lesson plans, trainings, and manuals) to celebrate diverse geographies and cultures.
- Design and deliver in-country trainings aligned with the Luminos curriculum and pedagogy for staff and implementing partners.

Assessment Design and Management

- Develop and design internal formative and summative assessments in line with stated learning objectives and goals.
- Align annual internal and external student assessments with learning outcomes. Leverage student data to revise and refine curriculum.
- Work together with the program team to ensure sound processes for the collection, cleaning, and analysis of student data.
- When required, manage external evaluation partners to deliver high quality results, even in challenging circumstances, to ensure the timely delivery of rigorous, accurate, and actionable evaluations.

Staff and Stakeholder Management

- Support a talented, diverse team united by strong, core values. Work to unlock the very best from team members with very different professional and educational backgrounds.
- Manage in-country relations with key stakeholders, including top Ministry of Education officials, as well as contractors and vendors.
- Drive adoption of the Second Chance program toolkit by building relevant partnerships with national education officials.
- Cultivate a network of international education researchers and curriculum designers to serve as a sounding board for the design and development of your work.

Required Experience

- Bachelor's degree required. Master's degree in education strongly preferred.
- 7+ years' work experience with increasing levels of responsibility, across the business or non-profit sectors, especially in the Global South.
- Experience working with Ministries of Education to build, develop, and scale programs.
- Experience in a startup environment, and building something from nothing, is strongly desired.
- Demonstrated expertise in relationship management and client service.
- Excellent writer and persuasive communicator. Fluency in written and spoken English; additional language skills a plus.



Core Attributes

- Belief and demonstrated passion for the mission, vision, and values of Luminos Fund.
- Impeccable integrity and can-do attitude.
- Natural curiosity and hunger for continuous learning.
- 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.
- Natural affinity for technology and a love of data.
- 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.