



## Literacy Council of Southwestern PA

**Job Description: Executive Director**

**Status: Full Time, in-office position**

**Supervised by: Board of Directors, LCSWPA**

**Supervises: one Full Time Programs Director, one Part Time administrative coordinator, and one Part Time childcare coordinator**

**Summary of Position:** Reporting to the Board of Directors, the Executive Director has the responsibility for leading and managing the Literacy Council's efforts and achievements in increasing literacy in the counties in Southwestern PA. The Executive Director will spearhead the growth efforts, increasing the Literacy Council's visibility and footprint in the region. The Executive Director will oversee and often develop the Council's fundraising and marketing activities. The Executive Director provides leadership in developing program, fundraising, marketing, and financial plans with the Board of Directors and staff, and carries out plans and policies authorized by the Board. The Executive Director also has primary responsibilities of supervision of program personnel and setting the overall tone for the Council's program.

### **Duties and Responsibilities:**

#### **Leadership**

**Oversees the overall direction** and performance of the organization.

**Proactively ensures that the organization** is meeting the literacy needs of its students, adjusting, in conjunction with the Board, annual goals as necessary to keep the organization viable and effective.

#### **Program**

**Demonstrates leadership ability** in strategizing, relationship building and coalition building.

**Coordination of Program Resources** - works to maximize efficiency and effectiveness in staff, financial and organizational resources.

#### **Fundraising and Outreach**

**Fundraising** – leads and coordinates all fundraising efforts. Establishes strategies to approach funders, oversees fundraising activities, writes and submits grant proposals. Researches new

fundraising resources. Administers fundraising records and documentation. Manages grant funding and donor relationships.

**Publicity and Marketing** – raises the visibility of the Council through the development and implementation of marketing campaigns to potential students, volunteers, and the community.

**Community and Public Relations** – ensures that the organization and its mission, programs, products, and services are consistently presented with a proactive, positive image to relevant stakeholders. Serves as the primary spokesperson for the Council to funders and the community. Obtains community cooperation and partnerships to support the Council mission.

### **Fiscal Management**

**Fiscal Management** – carries out financial, risk, and facilities management. Works with the Board and the accountant on fiscal matters.

**Budget** – recommends yearly budget for board approval and prudently manages the organization's resources within those budget guidelines according to current laws and regulations.

### **Administration**

**Human Resource Management** – effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations. Maintains a climate which attracts and motivates a diverse group of talented non-profit staff members.

**Strategic Planning** – works with the Board of Directors in developing and implementing strategic plans.

**Board Administration and Support** – supports operations and administration of the Board by advising and informing Board members; plans, coordinates, and holds monthly Board meetings; interfaces between Board and staff and implements Board direction

**Computer Equipment and Software** – manages electronic communication capability and tools to support the organization's mission.

**Administrative Duties** – oversees correspondence, acknowledgements, maintenance of records, preparation of all required reports, and other administrative support as needed.

*Other duties assigned by the Board necessary to carry out the mission of the organization.*

### **Qualifications**

- A strong advocate for Literacy
- Bachelor's degree required, Master's Degree preferred.
- Excellent verbal and written communication skills
- Strong leadership, managerial, organizational, and interpersonal skills
- Fundraising skills, including grant writing, grant managing, event planning, donor management, presentations, and solicitations

- Experience in recruiting, training and retaining Tutor volunteers
- Knowledge of community resources and ability to work in partnership with community individuals, groups, corporations and churches.
- Solid interpersonal skills.
- Computer literacy with demonstrated proficiency in the use of email, Microsoft Office programs, social media, and websites
- Ability to obtain applicable clearances