

Mid-State Literacy Council - Executive Director

The Mid-State Literacy Council (MSLC) is seeking a dynamic, strategic thinker to be its next Executive Director. The Executive Director will be responsible for overseeing the day-to-day operations of the organization, developing and implementing strategic plans, and fostering community relationships. The Executive Director will also be responsible for fundraising, budget management, program development, and ensuring compliance with relevant regulations and policies.

Duties and responsibilities

Administration and Program Management

- Advance MSLC's mission through the planning, implementation and evaluation of programs, services, and projects.
- Ensure privacy and confidentiality of personnel, client, donor and volunteer files, and compliance with government regulations and guidelines.
- Submit all information, reports, and records as requested to appropriate funding agencies, Board of Directors, donors, and other stakeholders.

Personnel

- Recruit, train, and supervise a small (currently 4) office staff.
- Maintain job descriptions, conduct annual performance appraisals, and initiate corrective actions as needed.
- Oversee the coordination of 150-200 volunteers.

Financial Planning and Management

- Prepare and monitor an annual budget with staff and the Board.
- Approve expenditures as designated by the Board and monitor the monthly cash flow to ensure accuracy, integrity, and timeliness for bookkeeping through a contracted accounting firm.
- Provide the Board with comprehensive, ongoing reports on revenue and expenditures.

Fundraising

- Identify, cultivate relationships, and solicit donations from new donors, in concert with the Board of Directors.
- Maintain positive and supportive relationships with current donors and sponsors.
- Initiate fundraising activities, events, direct mail campaigns, grant strategies, and sustain and grow existing fundraising activities.

Public Relations

- Function as an advocate and inspiring spokesperson for MSLC and community literacy.
- Establish productive working relationships and partnerships with community groups, donors, local and state government agencies and representatives, and other organizations to help achieve MSLC's goals.

- Participate in events and activities that spread awareness of MSLC in the community.

Minimum Job Requirements

- Bachelor's Degree in a relevant field (e.g., Education, Nonprofit Management) preferred.
- 3-5 years of experience in education, curricula development, nonprofit management, or other related field, with nonprofit experience strongly preferred.
- Demonstrated skills in fundraising, administration, project management, grant writing, strategic planning, and leadership.
- Experience working with volunteers.
- Excellent communication and interpersonal skills.

Work Schedule

The schedule for this position is Monday through Friday 9:00am to 5:00pm with some evening and weekend work, as necessary. Primarily in-office location to effectively supervise staff. Some remote work as appropriate.

Salary range: \$50,000 - \$57,000

Benefits: Paid time off (PTO) and Health Reimbursement Account (HRA)

Statement on Equity and Justice:

We believe in creating a culture where inclusiveness is a standard, everyday practice. To achieve this end, we are dedicated to ongoing dialogue and examination of all aspects of our organization to ensure that our volunteers, students, tutors, staff, and leadership are able to participate in a meaningful way in our literacy programs. We are committed to fostering and maintaining an equitable environment where all the diverse individuals in our community feel empowered to achieve their literacy and life goals.

EEO Statement:

Mid-State Literacy Council is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description.