

## **Executive Director Job Description**



### **About The Organization**

The mission of the Durham Literacy Center (DLC) is to help adults meet their life goals by offering learner-centered educational opportunities. This non-profit organization was established in 1985 by a committed group of volunteers as a community-based organization to address the unacceptable literacy gaps in Durham County. By actively monitoring and assessing Durham's changing community, the DLC has grown to offer vital educational opportunities for those most in need: adults who lack basic literacy skills, immigrant and refugee adults who need English language skills, and youth who are out of school.

Since its founding, the small but dedicated staff has trained roughly 2,500 volunteer tutors who, in turn, have supported more than 18,500 Durham residents on their educational journeys. Each year more than 500 DLC students have improved their quality of life and job outlooks through instruction in reading and writing. Additional offerings include digital, financial, workplace and health literacy.

The DLC is a 501(c)3 nonprofit organization. More than 85% of its funding comes from private sources. This funding supports over ten staff in three core programs. The DLC has received numerous local, state, and national accolades for its key initiatives and high-quality programs.

### **About The Opportunity**

Led by its mission, the DLC is seeking our next Executive Director (ED) to lead and direct the organization. Working with an engaged volunteer Board of Directors, the Executive Director will develop and implement the strategic plan of this dynamic organization, allowing the DLC to maintain and grow its level of excellence. The ED will administer all executive functions of the DLC including:

1. Implementing the strategic plan and modifying related goals, metrics, and strategies
2. Driving private and public fundraising
3. Fostering board relations
4. Overseeing staff and personnel policies
5. Implementing programs and measuring effectiveness
6. Managing operations and facilities
7. Providing fiduciary oversight
8. Serving as the principal spokesperson for the organization

### **Key Responsibilities**

#### *Strategic Planning and Vision*

1. Assure that the DLC is adhering to its mission, vision, values, and goals to empower individuals (16 years of age or older) who want to improve their lives by improving their literacy skills
2. Set forth an organizational vision and lead the implementation of a robust and refined strategic plan for the DLC in collaboration with the Board of Directors and staff
3. Assure that the DLC has a short-and long-range strategy to advance its mission to continue program excellence and development
4. Assure that the DLC is in compliance with government and donor policies and regulations including insurance, audits, non-profit compliance, reports, permits, registration requirements, and appropriate licensing

#### *Fundraising and Community Affairs*

1. Lead and serve as primary fundraiser in all fundraising efforts, including events, mail, and online campaigns

2. Personally develop and execute cultivation, stewardship, and solicitation of all donors and major gifts
3. Supervise and collaborate with the grant writer to identify opportunities, cultivate potential donors and oversee the grant application process
4. Ensure strong and effective relationships with key stakeholders, including government agencies, academic institutions and partner organizations, the general public, and other external partners
5. Oversee and facilitate the DLC's communications and branding strategy

#### *Board Relations and Governance*

1. Engage and collaborate with the Board of Directors in all organizational planning, financial/resource development, and governance responsibilities
2. Work with the Board of Directors to maintain a strong, diverse, and motivated board
3. Assure open and consistent communication, and provide accurate, timely, and relevant information to the board
4. Support board committees, and liaise as necessary

#### *Financial Management and Oversight*

1. Provide fiscally sound management of the organization and fiduciary oversight
2. Work with the Board of Directors to ensure that financial resources are available to support strategic programmatic and fundraising goals
3. In collaboration with the Board of Directors, especially the Executive Committee and Treasurer, the Executive Director will create and be responsible for the annual budget and the timely routine provision of financial information to the board for approval

#### *Operations and Management*

1. Support and advise the Director of Educational Programs, and the overall direction of the organization's day-to-day activities, operations and services
2. Collaborate with the Director of Educational Programs to guide the DLC's programmatic operations and growth by monitoring trends in the field, reviewing program evaluation data, and consult with the Board of Directors, staff, and those served by the organization
3. Promote a collaborative, high performing organizational culture that fosters passion for the mission, high quality programs, teamwork, and a sense of shared purpose
4. Operational oversight of the DLC facility including but not limited to:
  - a. Regular maintenance of facility infrastructure
  - b. Timely repairs and upgrades as needed
  - c. Proper functional placement of security measures
  - d. Ensure a safe and pleasant space for teaching and learning

#### **Complexity of Duties**

The Executive Director position requires dependability, the ability to multitask effectively, work independently, and use sound judgment to appropriately and professionally deal with complex issues. The ED must have the ability to travel occasionally and participate in frequent evening activities and occasional weekends

#### **Qualifications and Experience**

##### *Professional Experience*

1. Significant senior-level executive leadership, management, fundraising, and operational experience of a relevant size and scope
2. Highly-adept at board relations
3. Demonstrated experience leading significant fundraising activities, donor cultivation, and grant development and management from both public and private sources

4. Excellent written and verbal communication and media relations skills
5. Professional working proficiency of Google Drive, MS Office Suite required; familiarity with QuickBooks, Salesforce (or similar CRM), and online fundraising platforms
6. Political savvy and government relations experience at both the local and national level
7. Detail-oriented, ability to multi-task
8. Strong business acumen and fiscal know-how
9. An understanding of the trends, public policies, root causes, and best practices to promote literacy and advocacy

### *Personal Attributes*

1. Demonstrated passion for adult learning and literacy with a commitment to the DLC's mission and purpose, and impacted community
2. Visionary, smart, engaging, and hardworking
3. Ability to think creatively and problem-solve collaboratively
4. Skilled active listener
5. Inspiring, with executive presence, sophistication, and gravitas to represent and advocate for the organization to multiple constituencies
6. A national perspective and political awareness
7. High standards of ethics, integrity, respect, and humility
8. Appreciation for diverse cultures and backgrounds
9. Excellent interpersonal and persuasive communication skills, including public speaking
10. Commitment to contributing to positive organizational culture and living core values

### **Education**

Bachelor's degree required, advanced degree in related field preferred. Minimum 8-10 years' executive experience required; experience in nonprofit management preferred. A combination of equivalent education and experience may be considered.

### **Compensation**

The full-time salary for the Executive Director position is \$75,000-90,000, depending on experience. Additional benefits include:

- Health coverage includes major medical and dental
- Paid holidays, vacation days, and sick days
- Potential Public Service Loan Forgiveness eligibility
- Free on-site parking

This position is exempt from the overtime provisions of the Fair Labor Standards Act.

### **How to Apply**

Please submit one PDF containing the following: a cover letter explaining your specific interest in working for the Durham Literacy Center; a resume complete with names and contact information of three professional references; a writing sample of no more than ten pages that you primarily authored and edited, without significant drafting or editing by others. Applications may be submitted via email to [jobs@durhamliteracy.org](mailto:jobs@durhamliteracy.org) and should include "**DLC Executive Director Application**" in the subject line. Please note that we will only be able to follow up with those candidates under consideration. Applications will be accepted on a rolling basis until the position is filled, with priority given to applications submitted by December 16<sup>th</sup>, 2024.

The DLC is an equal opportunity employer. The DLC is a qualified employer and meets the criteria for PSLF.