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**Mission Statement:** *“To provide adults who live in or near Ottawa County with an opportunity to improve and transform their lives by strengthening their reading and language fluency.”*

## EXECUTIVE DIRECTOR JOB DESCRIPTION

**Reports to:** READ Ottawa Board of Directors

**Hours:** Part-Time (20 hours per week)

**Salary:** Salaried. \$26,000 annually.

**Format:** Remote (Working from home with on-site meetings in Ottawa County)

**Job Summary:** The Executive Director plays a critical role in overseeing the operations of our organization, ensuring the timely completion of grants and organizational reports, and actively engaging in fund development and strategic planning. As the primary spokesperson for the organization, the Executive Director is responsible for fostering positive and productive relationships with all stakeholders. This includes working closely with the Board and community volunteers to plan and execute fundraising events, as well as cultivating and sustaining meaningful donor relationships.

### Primary Duties and Responsibilities:

#### Fund Development

- Responsible for grant writing, development, management, and reporting guidelines. Develop and execute a comprehensive fundraising strategy with the Fundraising & Development Committee to secure financial support from individual donors, foundations, corporations, and government sources.
- Cultivate and maintain relationships with existing and prospective donors, demonstrating a successful track record of donor relations and stewardship.
- Plan and execute fundraising events, campaigns, and initiatives with the Fundraising & Development Committee to meet annual fundraising goals.

#### Administration and Operations

- Provide strategic leadership and direction to the organization, ensuring the successful implementation of its mission and goals.
- Oversee day-to-day operations, including program development and delivery, staffing, budgeting, and evaluation.
- Develop and implement policies and procedures to ensure effective and efficient organizational functioning.
- Foster a positive work environment that promotes teamwork, collaboration, and professional growth.
- Supervise and support organization staff and volunteer support staff.
- Execute the organization’s strategic plan, monitor progress and evaluate the results.
- Is a member of all of the organization’s committees.
- Perform other responsibilities directed by the Board.

#### Finance

- Develop and manage the organization's annual budget, ensuring sound financial practices and accountability.

- Oversee financial operations, including financial reporting, budget monitoring, and grant compliance.
- Work closely with the Board of Directors and Fundraising & Development Committee to develop long-term financial strategies and ensure sustainability.
- Assure that organization expenditures are appropriate and within budget.

#### **Community and Public Relations**

- Build and maintain relationships with community partners, government agencies, and other relevant stakeholders to advance the organization's mission.
- Serve as the primary spokesperson and advocate for the organization, promoting awareness of adult literacy issues and programs.
- Develop and implement marketing and communication strategies with the Marketing & Outreach Committee to enhance the organization's visibility and impact.
- Participate in adult literacy meetings, seminars and workshops to network, learn about industry changes and to potentially participate in collaborative projects.
- Oversee the development and maintenance of the website and social media (Facebook, Twitter, and Instagram).

#### **Working Conditions:**

- Work independently – maintain a home office with computer, Internet access, a scanner/printer, and a place to store READ Ottawa materials.
- Flexible working hours.
- Must have a driver's license and reliable transportation.
- Must sign confidentiality agreement and maintain confidentiality of learners, tutors and pertinent organizational information.

#### **Qualifications Required:**

- Bachelor's degree in a related field (e.g., public administration, education, nonprofit management, social work, etc.).
- Proven track record of successful donor relations and fundraising initiatives, including securing major gifts.
- Demonstrated successful grant-writing experience, especially with state and federal grants
- Strong financial management skills, including budgeting, financial analysis, and grant compliance.
- Excellent communication, interpersonal skills, and leadership skills, with the ability to engage and inspire diverse stakeholders.
- Demonstrated ability to develop and implement strategic plans and lead organizational change.
- Experience in personnel management.
- Strong computer skills, including experience with web-based software (Google Suite, Canva, etc).
- Experienced in presentation and public speaking skills.
- Minimum two years of experience working with 501(c)(3) tax-exempt organizations, preferably in the field of educational institutions, is preferred.

Note: This job description is intended to provide a general overview of the responsibilities and qualifications required for the Executive Director position in an adult literacy education nonprofit organization. It highlights the importance of leadership, fundraising, and community engagement in achieving the organization's mission.

***READ is an equal opportunity service and does not discriminate based on an individual's status as a protected class member.***