



**An Invitation to Apply for the Position of Executive Director of
Literacy Services of Indian River County**

Position Title: Executive Director of Literacy Services of Indian River County

Employed by: Literacy Services of Indian River County, Inc.

Responsible to: Board of Directors of Literacy Services of Indian River County

Status: Full-time, exempt

Position's Primary Objective: To develop and implement the goals, objectives, and strategies of Literacy Services' Strategic Plan in support of its mission.

To apply, please send a cover letter, resume, salary requirements and a one-page personal position statement based on the Executive Director Competencies section of the Invitation to Apply to [hiring@literacyservicesirc.org](mailto: hiring@literacyservicesirc.org) by October 17, 2022.

THE SEARCH

Literacy Services of Indian River County (LSIRC) is searching for an Executive Director to lead the organization through sound strategic planning, purposeful visioning, and thoughtful growth. The Executive Director will work collaboratively with the Board of Directors on strategies and goals that support the mission of LSIRC. The LSIRC Board is looking to build upon the success of the last 50 years with the help of a dynamic and motivated leader.

BACKGROUND

Literacy Services of Indian River County, Inc. is a not-for-profit 501 (c)(3) United Way agency partner, with a current annual operating budget of approximately \$300,000. **The mission of LSIRC is to deliver comprehensive and innovative learning opportunities to local adults seeking English language and literacy skills to achieve their goals. LSIRC's vision is that all adults are empowered with the literacy skills they need to thrive in our community. LSIRC's Core Values are Empathy, Inclusiveness, Respect, Collaboration and Commitment.**

Since 1971, LSIRC has provided free, confidential one-on-one literacy tutoring for adults in Indian River County. The students we serve achieve personal goals such as learning to read, helping their children with schoolwork, obtaining a GED, writing a check, obtaining citizenship, getting a driver's license, and improving their employment.

A key reason we focus our work on adult English language and literacy instruction is because one of the most important predictors of a child's academic success is the literacy skills of the child's caregiver.

According to the U.S. Dept. of Education in 2020, “Having at least one English-speaking adult in the home increases the likelihood of a parent or guardian attending a school or class event, parent-teacher conference, or meeting with a guidance counselor.” Alternatively, according to the National Bureau of Economic Research, children with parents having low literacy skills are more than three times as likely to drop out of high school, compared to those with literate parents. When we teach adults, we not only help them improve their own lives; their progress in English also filters into the well-being of their families. The children of our adult students often speak about their parents’ accomplishments in English with pride. The children no longer have to translate for their parents. The parents have become role models of achievement for them.

EXECUTIVE DIRECTOR COMPETENCIES

Leadership

- Demonstrates a clear understanding of the vision and mission of LSIRC, and can focus others (staff, board, volunteers) on LSIRC’s priorities
- Discerns and articulates important issues to the Board and provides the information necessary to support its decision-making; communicates the impact of Board activity and decisions to LSIRC employees to facilitate internal alignment
- Provides strong mentorship to employees; establishes clear performance goals, monitors progress, and coaches employees to a high standard by providing the performance feedback and recognition that is important to their success, engagement and retention
- Demonstrates strong listening skills; is able to create an inclusive environment by actively soliciting and valuing others’ opinions
- Demonstrates the ability to assess others’ (employees, board, stakeholders) strengths and interests and leverage their unique talents
- Demonstrates the ability to be a self-starter and can effectively motivate others to advance LSIRC’s mission

Strategic Thinking

- Demonstrates a strong vision of the possibilities for LSIRC
- Demonstrates an understanding of current and emerging community needs and the effectiveness of our programs to meet these needs
- Actively seeks external partners to create new opportunities aligned with LSIRC’s vision that all adults are empowered with the literacy skills they need to thrive in our community

Relationships and Public Relations

- Demonstrates a passion for adult literacy; easily engages people through his/her positivity and visibility in the community
- Articulates (both in writing and speaking) a compelling reason to support LSIRC, and provides evidence of outcomes
- Actively networks; continuously builds and renews relationships that create opportunities
- Demonstrates honesty, integrity, accountability and appropriate transparency in all relationships

Operational Excellence

- Demonstrates the ability to oversee and support the development, design, and delivery of program initiatives, ensuring goals and objectives are aligned with LSIRC's strategic plan
- Maintains high quality professional standards in communications with LSIRC's constituents (Board, staff, donors, community partners)
- Demonstrates the ability to translate strategy into implementation plans
- Demonstrates a sound knowledge of the policies, legislation, and practices that govern LSIRC, and can communicate and apply them to minimize risk to the organization
- Demonstrates a thorough understanding of Human Resources and can make tough decisions based on sound rationale and consistent philosophy
- Demonstrates an understanding of how to develop and achieve budgets
- Demonstrates resourcefulness and fiscal responsibility in deploying LSIRC funds
- Maintains thorough and up to date knowledge of relevant technical resources
- Demonstrates the ability to keep well-organized files related to day-to-day operations
- Demonstrates the ability to maintain confidentiality in all aspects of the position

COMPENSATION

Compensation in a range of \$65,000-75,000 plus benefits and annual bonus based on performance will be commensurate with the successful candidate's experience.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Literacy Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or any other reason unrelated to the ability to perform the job duties required.



Executive Director Position Description

Overview:

Reporting to the Board of Directors, the Executive Director will direct the strategic and operational success of LSIRC's programs and staff, implement an effective fundraising development plan and foster community relationships to advance LSIRC's mission. As a leader of LSIRC, the Executive Director must have strong communication skills with the ability to motivate and inspire diverse audiences.

Primary Objective:

Drive the implementation of LSIRC's mission and strategic plan by focusing on its strategic priorities: Impact, Influence and Capacity

Primary Responsibilities:

Work closely with the Board of Directors to design, implement and periodically update LSIRC's strategic plan

Collaborate with the Board and committees to inform, address and assess issues affecting LSIRC

Prepare the annual budget and complete operational plans for the attainment of Board developed goals and manage fiscal and program resources

Coordinate the annual audit of financial statements and preparation of the Form 990 on a timely basis after fiscal year end

Manage the preparation of LSIRC's Annual Report

Oversee the daily operations of LSIRC, providing executive direction for program strategy, efficiency and efficacy

Build a talented, effective team whose skills, cultures and spoken languages reflect the communities served by LSIRC and who are dedicated to fulfilling the organization's mission through successful program implementation

Together with Board, identify and recruit new Board members to build a pipeline of leadership

Maintain a positive culture and work climate that drives LSIRC's mission

Comply with all applicable federal, state, and local legislation

Set and meet aggressive annual fundraising goals, in partnership with the Board, to secure financial support from individuals, foundations and corporations

Lead the planning of special fundraising events with the Board, staff and volunteers

Oversee all external communication materials including website, marketing materials, newsletters and social media content

Serve as the face of the organization and actively participate in community events, thereby increasing LSIRC's visibility, credibility, and reputation in the market, and developing strategic partnerships to increase community awareness and expand the program

Maintain the organization's Platinum Status with Candid (formerly GuideStar)

Write grant applications to funding organizations

Requirements:

- Bachelor's degree
- Minimum of three years of management experience, preferably in the nonprofit arena, with teaching experience considered a plus
- Strong public relations, marketing and fundraising experience, including grant writing
- Exceptional speaking and writing experience, preferably to large and diverse audiences
- Knowledge of accounting, budgeting and financial management
- Experience using Excel, database, graphic design and website management software