



## **Executive Director Position Description**

Literacy Mid-South (LMS) is a nonprofit organization with a mission to provide literacy resources to learners of all ages and backgrounds. Our organization exists to help people achieve the critical literacy skills they need to navigate the world. We do this by providing literacy programs for adults and children and in collaboration with other non-profit organizations, businesses, educational institutions and government agencies.

The organization seeks a high performing Executive Director to oversee all organizational operations.

### **Key Responsibilities**

The Executive Director (“ED”) serves as the chief executive officer of LMS and reports to the Board of Directors. The Executive Director will collaborate with the Board to develop, refine, and implement Literacy Mid-South's Strategic Plan while ensuring that the budget, staff, and operations are aligned.

### **Operational and Program Management**

- Provide inspirational leadership and direction to all staff members, and ensure the continued development and management of a professional and efficient organization
- Establish effective decision-making processes that will enable LMS to achieve its long- and short-term goals and objectives
- Facilitate collaboration and internal communications with staff
- Ensure that the organization is operating in a manner that supports the needs of the programs, grants, and staff
- Maintain a working knowledge of significant developments and trends in the field of literacy both locally and nationally
- Establish and maintain collaborative relationships with community groups and organizations
- Formulate and execute comprehensive marketing and branding strategies
- Promote a positive, multicultural work environment
- Realize the delivery of programs through new and existing partnerships
- Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs and services
- Cultivate a strong and transparent working relationship with the Board of Directors and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals

## **Financial Management**

- Manage all of LMS's resources prudently and according to organization's budget guidelines, current laws and regulations
- Oversee the financial status of the organization including developing long- and short-range financial plans, monitoring the budget, and sound financial controls are in place, and setting financial priorities accurately

## **Fundraising**

- Employ diverse strategies to develop funding resources
- Lead and actively participate in identifying, cultivating, and soliciting support from individuals, companies, and foundations
- Oversee, develop and provide effective stewardship of donors and volunteers

## **Required Skills and Experience**

The candidate for this position should have or demonstrate:

- Minimum of a bachelor's degree, ideally with an MBA, MPA, CFRE or related advanced degree or certification
- At least 10 years of overall professional experience
- Prior non-profit experience required with a minimum of 5 years in the non-profit field at a management-level position
- Significant board development, fundraising, marketing/branding and fiscal management experience
- Outstanding written and oral communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser
- Ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent coalition-building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders, able to achieve consensus among differing opinions
- Strong commitment to the professional development of staff
- Familiarity with guidelines, regulations and restrictions related to non-profit corporations and 501(c)(3) status
- Experience in a learning environment with students of any age (preferred)

Organizational work hours are 9 a.m. – 5 p.m. Position requires flexibility to attend evening and/or weekend meetings and events, as needed.

Salary is based on experience and qualifications. A benefits package is included.

Please submit your resume at [directorsearch@literacymidsouth.org](mailto:directorsearch@literacymidsouth.org). In addition, please provide a cover letter with a maximum of 250 words describing why you want this position; what skills, knowledge or insight you bring to the position; and how your prior education and work experience has prepared you for this position. Final candidate will be required to submit references and to undergo a personal background check.

The position will be open until filled. Initial screenings will begin August 15, 2016.