



Executive Director Job Description

Classification

Full time, competitive pay and benefits (Range: \$65,000 - \$80,000)

Summary

Established in 1980, Loudoun Literacy Council's mission is to help adults and children acquire the literacy skills necessary to communicate, learn, and function effectively as members of the community. The Executive Director, who is accountable to the Board through the Board Chair, advances this mission by providing strategic leadership and financial and operational management. The organization serves about 2,500 clients annually through its adult and family literacy programs. The Executive Director leads a team of 10-15 staff and contractors to fulfill the organization's mission. Join the Loudoun Literacy team and help lead this award-winning nonprofit.

Job Responsibilities

The Executive Director is responsible for general management and oversight of programs, staff and consultants, daily operations, fundraising, board relations, and outreach, and must facilitate a constructive and positive working culture through communications and encouragement of organizational values.

Responsibilities include the following.

1. **Strategic Leadership:** Provide leadership and advance the overall direction of the organization in fulfilling its literacy mission and maintaining its values.
 - a. Provide input into the organizational goals and strategic priorities established collaboratively by the Board of Directors and staff.
 - b. Draft an annual budget and action plan for the board's approval for achieving these goals and agreed-upon priorities; guide the staff, volunteers, and board in the execution of the plan and policies authorized by the board.
 - c. Oversee program evaluation to ensure quantified results; integrate findings into plans that lead to program enhancements.
 - d. Propose for Board approval new programs or significant changes to existing programs that would further the organization's goals and are consistent with the strategic priorities; implement programs or changes as approved by the Board.
 - e. Ensure literacy programs meet state and national standards reflecting the best educational and volunteer management practices.
2. **Operational Management:** Manage the organization's day-to-day operations.
 - a. Provide financial oversight, coordinate annual budget development, maintain financial checks and balances, and ensure external audit completion and annual IRS 990 filing.

- b. Control financial and other resources. Oversee and approve all expenditures; implement administrative, operational, and risk management systems to support effective and efficient operations in accordance with the approved budget and action plan.
 - c. Maintain official records and documents and ensure compliance with federal, state, and local regulations and board policies.
 - d. Ensure that the office has the operational support needed and is staffed effectively to meet its mission.
 - i. Select, develop, and lead an effective staff and team of consultants. Provide the environment and resources necessary for team's success.
 - ii. Oversee, evaluate, and improve the activities and resources of the programs.
 - e. Ensure that all areas of operation, including the adult and family literacy programs, volunteer coordination, external communications, and donor management, are operating smoothly.
3. **Fundraising:** Lead the Board of Directors and staff to attain the necessary resources to carry out the organization's mission.
- a. Develop and execute an annual fundraising plan.
 - b. Research, write, and submit grant applications.
 - c. Oversee the planning and implementing fundraising and related events.
 - d. Identify, cultivate, and manage corporate, foundation, and individual donors.
 - e. Inform donors of the impact of their gifts.
4. **Board Relations:** Establish and maintain an informative and supportive relationship with the Board of Directors and its committees.
- a. Monthly and on request, provide financial, program, and other information necessary for the Board to fulfill its governance functions.
 - b. Help to identify, recruit, and onboard new Board members.
 - c. Connect the Board with the organization's activities, including special events in the community.
 - d. Maintain a working knowledge of significant developments and trends in the field.
5. **Outreach Catalyst:** Promote the organization's mission in and contribution to the community to increase knowledge of our programs and solicit support in terms of donations and volunteered time.
- a. Serve as an official and positive spokesperson for the organization.
 - b. Participate in the area nonprofit, government, and business community to expand awareness of the organization's activities and impacts.
 - c. Develop and deliver external-facing communications (including regular newsletters, website updates, donor and volunteer communications, and social media) and ensure that they are consistent, reflect the organization's vision and priorities, and are targeted and tailored to the right audiences and running effectively.
 - d. Leverage program impact information and data into reports.
 - e. Develop and maintain relationships with key literacy partners, including existing partners as well as new potential partners in the community, in support of the organization's mission and strategic plan.

Traits Necessary for the Position

The Loudoun Literacy Council Executive Director position requires a team-oriented and visionary professional willing to:

- Thrive on building long-lasting internal and external relationships and in developing teams and individuals in a positive, collaborative culture.
- Possess excellent interpersonal, financial and analytical skills; executive-level decision-making; and capabilities in strategic planning, leadership, and problem solving.
- Approach people and projects with a high degree of professionalism, integrity, and ethics.

The Executive Director should also be:

- Able to take a high-level view and align and engage the staff to the vision, as well as translate the vision into an executable plan.
- Flexible and able to adapt priorities and support Board decisions.
- Communicate the organization’s vision, impact, and work with stakeholders.
- Positive in relationships with the community, Board, staff, donors, and volunteers.
- Self-motivated by the desire to create the best organization possible.
- Enthusiastic and devoted to the organization’s success.
- Able to anticipate and explain problems that arise (“raise the red flag”) and present positive, well thought-through solutions.
- Meticulous in recordkeeping.
- Resourceful.

Bachelor’s Degree preferred, or equivalent combination of training, education, and experience. Non-profit management and fundraising experience required.

To Apply

Loudoun Literacy Council has retained ARM Consulting, LLC to lead the search for the organization’s new Executive Director. Please send a letter of interest indicating relevant experience, resume, and at least two references to **hr@armconsultingonline.com**. Please note: “Executive Director Loudoun Literacy Council Application” in the subject header.

Loudoun Literacy Council is an Equal Opportunity Employer