



**POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR
THE LOUDOUN LITERACY COUNCIL
POTOMAC FALLS, VIRGINIA**

THE ORGANIZATION:

Established in 1980, The Loudoun Literacy Council (LLC) has helped adults and children acquire the literacy skills necessary to communicate, learn, and function effectively as members of the community. With a vision to ensure that all those who live and work in Loudoun County will have the literacy skills required to participate and thrive in the county, LLC provides numerous Adult and Family Literacy programs. Organizational highlights include:

- Helps thousands of low-income preschoolers at Loudoun County Public Schools start home libraries, which is one of the strongest indicators of academic success.
- Distributes more than 15,000 books annually, even during the COVID-19 pandemic.

For additional information visit the website at: loudounliteracy.org.

DESIRABLE LEADERSHIP ATTRIBUTES:

The Loudoun Literacy Council requires a creative and energetic leader who perpetually exudes and communicates a genuine caring and enthusiasm for the mission of the organization with the ability to motivate, inspire, and instill confidence across a broad range of families, constituencies, and staff.

Serving as the public face of the organization, the Executive Director must be outgoing and able to maintain a regular visible presence with internal and external stakeholders.

The Executive Director must possess a combination of service orientation and business acumen to be a visionary catalyst creating excitement and energy for the future of LLC and the role it plays in the Loudoun community.

OVERALL OBJECTIVE:

The LLC Board of Directors is seeking an Executive Director who has the vision and passion to lead the organization into its next chapter.

Building on a strong financial and operational foundation, they are seeking an innovative, proactive leader who can provide strategic execution and management to the organization while enhancing its performance and assuring the integrity of operations.

The Executive Director should be able to actively represent LLC to the outside community.

The candidate should possess a knowledge of the literacy world and a passion for underserved populations while demonstrating outstanding development and leadership skills along with an ongoing commitment to organizational excellence and an appreciation of the unique aspects of LLC and the Loudoun community.





PURPOSE OF THE POSITION:

The Executive Director oversees the administration, growth, and development of strong, effective programs while maximizing LLC resources to the greatest benefit of its constituents.

The Executive Director provides innovative strategies and tactics to ensure a valuable, viable, and sustainable organization.

The Executive Director, as the key executive leader of Loudoun Literacy Council, reports to the LLC Board of Directors and is responsible for overseeing the administration, financial management, programs, community relationships, and the organization's strategic plan.

The Executive Director also should collaborate with the Board of Directors to leverage their expertise and direction and be open and receptive to stakeholder input to best achieve the LLC mission.

Key duties include governance, fundraising, communications, outreach, assessing community needs, managing strategic partnerships, and asset management.

SCOPE OF RESPONSIBILITY:

Reporting to the Executive Committee of the Board of Directors, the Executive Director will manage a staff of ten to fifteen, which includes both full-time and part-time employees.

The Executive Director is an ex officio member of the Board of Directors.

OVERALL RESPONSIBILITIES:

The Executive Director is responsible for general management and oversight of programs for this close to \$1 million organization, as well as staff and consultants, daily operations, grants, fundraising, board relations, and outreach.

The Executive Director must facilitate a constructive and positive working culture through communications and encouragement of organizational values.





PROFESSIONAL QUALIFICATIONS:

Demonstrated track record of leadership and management of a non-profit organization of similar complexity with at least seven years of progressive management experience, including a background in philanthropy.

Proven networking capabilities across diverse organizations and a demonstrated ability to motivate organizations and individuals to support a common goal and purpose.

Demonstrated ability to communicate the organization’s mission and vision developing and engaging diverse staff and stakeholders around those.

Demonstrated ability to lead, engage, and motivate staff; serves as a role model for the organization.

Proven ability to lead organizational, business development, and funding initiatives.

Demonstrated success creating and developing new approaches to raising money for an organization, including traditional fund-raising activities such as donor relations, grant writing, and special events.

Excellent public speaking and written communication skills.

Experienced with developing communication strategies and promoting messages among targeted constituencies using all forms of communication, including social media.

EDUCATION:

Bachelor’s Degree required

COMPENSATION:

Competitive Base Salary and Benefits Package

SEND RESUME TO:

Hope Johnson
President and CEO



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www.pyramindsearch.com

The Loudoun Literacy Council is an Equal Opportunity Employer and, as such, they encourage applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

