

## MARION COUNTY LITERACY COUNCIL EXECUTIVE DIRECTOR JOB POSTING

Founded in 1999 by philanthropist Barbara Woodson, the Marion County Literacy Council (MCLC) is a non-profit organization focused on ensuring that all adults in Ocala and Marion County have access to resources that can help them enhance their lives through improving their literacy skills.

We know that improving literacy in our community grows the economy, combats poverty, reduces crime, improves health outcomes, promotes civic engagement, and makes people happier and more productive. We also know that an estimated 1 in 5 adults in Marion County is unable to read above an elementary school level. The MCLC is working to combat this problem by:

- Teaching adults how to read and write;
- Tutoring students who aspire to earn their GED;
- Helping speakers of any language become more capable, confident speakers of English;
- Preparing people to obtain U.S. citizenship; and
- Offering over 20,000 hours of one-on-one and small group instruction to over 400 adult learners with an all-volunteer teacher core.

The MCLC is seeking a dynamic, driven Executive Director to lead our organization, promote our mission in the community, and help us build financial and programmatic capacity to help more adults realize their goals. Our ideal candidate is a fiercely organized, self-motivated, strategic thinker who is passionate about helping others. We are a scrappy organization—we are responsible and resourceful, we are tenacious, we are humble, and we do good work for people who really need it—and we are in search of an Executive Director who embodies those qualities every single day when they come to work.

### **Essential Functions:**

#### ***Fundraising and donor relations***

The Executive Director is responsible for stewarding a portfolio of individual and corporate donors and cultivating new and deepened investments across multiple funding streams (individual gifts, corporate partnerships, grants, fundraising events, etc.). This essential function will require the Executive Director to:

- Initiate and cultivate relationships with new and existing donors with the goal of generating increased giving, donor loyalty, and deeper community support of and engagement in the work of the Council;
- Plan and execute several signature fundraising events aimed at generating income, widening our pool of community support, and amplifying the signal of our mission to the community;
- Develop and manage donor education and engagement activities and participate in the development and coordination of these events;
- Maintain prospect and donor records and oversee all gift acknowledgement processes;
- Build and maintain positive and productive collaborations with individuals and organizations of influence, including corporate partners and funding agencies; and
- Research, apply for, and administer grants and other local, state, and federal awards.

#### ***Organizational leadership***

The Executive Director is both the leader of our organization and the face of our organization in the community. This essential function will require the Executive Director to:

- Work closely with our Board of Directors to develop a comprehensive strategic plan for the organization with 1, 3, and 5-year success metrics and reportable outcomes for measuring success—and be able to communicate that strategic vision effectively to staff, volunteers, donors, and community members;
- Provide direct supervision of Program Coordinator; supervise and collaborate with staff and volunteers in the interest of fostering a positive and productive work environment and achieving measurable success for our programs and students;
- Direct the organization's public relations, marketing, and communication efforts; oversee all marketing campaigns, brand development efforts, and internet/social media presence and platforms;

- Evaluate program effectiveness and student success by instituting standardized, rigorous assessment mechanisms for all programs and cultivate a organizational culture of data-driven decision-making;
- Develop new programs within the scope of MCLC's mission in collaboration with the Board of Directors;
- Work to attract a range of dynamic, committed professionals to the Board of Directors and provide opportunities for Board members to learn, grow, and contribute in the role; and
- Manage day-to-day administrative tasks including but not limited to: budget preparation, management, and reporting; payroll; financial recordkeeping; oversight of employment and administrative policies and procedures for all day-to-day operations of the Council.

## **Qualifications:**

### ***Preparation, knowledge, previous experience***

- Bachelor degree or equivalent experience; and
- At least 3 years of work experience in nonprofit work, development, sales, or related field;
- [Proven record of successful fundraising strongly preferred]
- [Database management experience strongly preferred]
- [Bi-lingual in Spanish preferred]

### ***Skills, abilities, competencies***

- Excellent donor relation skills, familiarity with local philanthropic landscape; confidence approaching and working with high net worth donors;
- Excellent organizational, planning, and time-management skills; impeccable attention to detail and accuracy; ability to follow through on the execution of short and long-term plans without prompting;
- Strong financial management skills, including budget preparation, analysis, decision-making, and reporting;
- Core competency in sales, marketing, public relations, and/or fundraising with the ability to engage a wide range of stakeholders and cultures through a variety of mediums;
- Excellent written and verbal communication skills; strong customer service orientation; comfort with speaking in public; professional demeanor both in person and over the phone;
- Strong supervisory and leadership skills; willingness to lead from behind as well as out front;
- Strong knowledge of Microsoft Office products - especially Word, Excel, Outlook and Power Point;
- Excellent data management and reporting skills;
- Professional interpersonal work style, ability to interact well with a diverse range of people;
- Must be independent, proactive and able to work under the pressure of tight deadlines;
- Participatory work style; team player; ability to give and receive feedback and constructive criticism;
- Strong goal orientation with flexibility to adapt to changing priorities and respond to development opportunities as they arise; willingness to work in a dynamic, fast-paced environment;
- Willingness and ability to work outside the regularly scheduled work day as needed; and
- Willingness and ability to handle confidential information with discretion.

### ***Working conditions & physical demands***

- Ability to sit and stand for long periods of time;
- Ability to use a computer keyboard for extended periods of time; and
- Ability to lift and carry up to 25 pounds occasionally.

This position is full time, salaried, exempt, and reports directly to the Board of Directors. Salary competitive with similar roles and commensurate with experience.