



EXECUTIVE DIRECTOR JOB DESCRIPTION

ORGANIZATION DESCRIPTION

Literacy Volunteers of Greater Worcester (LVGW) believes every adult should have the opportunity to improve their literacy and English language skills so they are empowered to pursue their educational, employment and personal goals. LVGW provides student-centered services that build on the skills and strengths of the adult students, value their life experiences and provide services with respect and sensitivity.

LVGW, a nonprofit organization established in 1973, provides free, individualized and confidential tutoring to adults in basic reading and writing, and English to Speakers of Other Languages (ESOL). With 150 professionally trained and supported volunteer tutors and some paid instructors in LVGW's Literacy Academy, LVGW currently serves 600 adults throughout central Massachusetts through one-to-one tutoring, classes, conversation groups and individualized online and language lab opportunities.

LVGW is an affiliate of Literacy Volunteers of Massachusetts (LVM), the state's leading provider of basic literacy and ESOL tutoring for adults with a network of twelve programs across the state.

POSITION SUMMARY

LVGW seeks an energetic, individual with the vision, creativity and strategic acumen to lead the organization. The ideal candidate for this position will have excellent communication skills, a mature interpersonal style, a positive and enthusiastic attitude and a sense of humor. The candidate must be able to exercise excellent judgment and discretion with confidential and/or sensitive materials, provide exceptional customer service, be a resourceful problem-solver and be compassionate and respectful towards others in all interactions. We are seeking a dedicated person who sees the LVGW mission of helping others as a vocation more than a job. This position is full-time.

SUMMARY OF MAJOR RESPONSIBILITIES

Program services

- Supervise staff in the management of program activities (e.g., recruitment, student interviews and assessments, volunteer information sessions and trainings, matching tutors

and students, ongoing support to tutors and students) that will ensure meeting annual program goals, including the number of students served, hours of instruction provided, and student progress as measured by grantors, the LVGW Board of Directors and LVM.

- Develop new initiatives to meet the needs of enrolled students and tutors as well as prospective students and tutors in the community.
- Supervise staff management of various databases, maintain required program records, and ensure timely submission of data and reports as required by grantors, the LVGW Board of Directors and LVM.

Publicity and community outreach

- Promote public awareness of the organization to increase LVGW's visibility and recruit more students, tutors, board members and donors.
- Establish and nurture collaborative relationships with libraries, organizations, agencies, community leaders and others to further the mission of LVGW.
- Manage LVGW's website, social media, e-newsletter and other communications.

Fund development

- In collaboration with the LVGW Board of Directors, fundraise to meet the financial goals of the organization and ensure sufficient funds to implement program services.
- In collaboration with the LVGW Board of Directors, execute various fund development strategies such as grant writing, corporate and individual solicitations, and special events.

Administration and finance

- In collaboration with the LVGW Board of Directors, especially the Executive Committee and Treasurer, create an annual budget and provide regular financial information to the Board for approval.
- Work with the organization's CPA and Treasurer to oversee all expenditures, maintain accurate financial records, and file year-end federal and state returns in a timely manner. Submit the corporation's annual report to the Secretary of State.
- Manage the payroll, maintain accurate payroll records and ensure proper payroll tax deposits and filings.
- Hire staff for positions approved in the organization's annual budget, supervise and train staff, and provide opportunities for professional development.
- Ensure compliance with all legal, financial, grant and LVM affiliation requirements.

Organization and board development

- Assist the LVGW Board of Directors in assessing organizational and board needs; recruiting and interviewing prospective candidates to join the Board; and assisting in training new Board members.
- In collaboration with the LVGW Board of Directors, develop a vision, strategic plan and annual goals, and monitor progress.

- Provide timely information, materials, and documents to the LVGW Board of Directors to assist them in making informed decisions and enable them to be effective program ambassadors in the community.
- Attend monthly LVGW Board meetings and other Board committee meetings.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- At least 2 years' experience as the Executive Director of a nonprofit organization or 5 years' experience in a leadership role within an organization
- Possess a genuine interest in promoting adult literacy and compassion for the struggles of adult learners.
- Demonstrated excellent oral and written communication skills.
- Demonstrated ability to lead; strong analytical, decision-making, and problem-solving skills
- Demonstrated excellent organizational skills, attention to detail and ability to implement programs.
- Ability to work with diverse groups.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite or related software and use of internet.
- Willingness to work flexible hours with occasional evenings and weekends.
- Local travel required; must have access to reliable transportation.

ADDITIONAL PREFERRED QUALIFICATIONS

- Experience in adult education, literacy, ESOL, nonprofit management or volunteer programs desirable.
- Intermediate proficiency in a second language desirable.
- Social media (Constant Contact, Twitter, Facebook, LinkedIn) and web site management desirable.
- Exposure to or some knowledge of QuickBooks desirable.

COMPENSATION

- \$55,000 – 75,000/year salaried position commensurate with experience
- Full-time exempt position
- Benefits include 11 paid holidays and paid vacation, personal and sick time.
- LVGW complies with all federal and state employment, ADA and non-discrimination laws.

TO APPLY

- Please email resume and cover letter to executivedirector@lvgw.org.
- Applications will be accepted until the position is filled.