Valencia County Literacy Council - Executive Director Position Summary

Classification Full time (30 hours/week), competitive pay and benefits.

**Summary:** Valencia County Literacy Council (VCLC) was established in 1987. VCLC is the only literacy, volunteer, community-based 501 (c) (3) non-profit organization in the region. We provide free literacy assistance and hope to low-literacy residents of Valencia County, NM.

The Executive Director (ED) provides strategic leadership and operational and financial management. The ED leads a team of approximately 18-38: staff, volunteer tutors, funders, Board members, and contractors to fulfill the organization’s mission. Join VCLC’s team to lead this literacy-winning unique nonprofit.

**Job Responsibilities:** The ED is responsible for management and oversight of programs, staff, tutors, contractors, and funders, daily operations, professional communication, fundraising, outreach, and Board relations. The ED must facilitate a constructive, positive working culture through communications of organizational values.

**Minimum job requirements:**
- Bachelor’s or Master’s degree preferred, OR equivalent combination of training, education, and experience.
- At least 1 year of non-profit management and fundraising experience directly related to the duties and responsibilities specified is required, preferably with Literacy Councils or low-literacy communities.

**Working Conditions and Physical Effort:** Work is normally performed in an interior work environment. Driving in Valencia County and occasionally other places in New Mexico is required, as well as limited traveling by airplane to other states. Moderate physical activity.

**How to apply:** Send a letter of interest indicating relevant experience, resume, and list of at least two references to velced2022@gmail.com. Please note Executive Director, VCLC Application in the subject header. Submissions received by September 30 will receive full consideration.

**VCLC is an Equal Opportunity Employer** and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
Valencia County Literacy Council - Executive Director Position Description

Classification Full time (30 hours/week), competitive pay and benefits (Range: $30,000 - $35,000).

Summary: Valencia County Literacy Council (VCLC) was established in 1987 by Valencia County grassroots residents. VCLC is the only literacy volunteer, community-based 501 (c) (3) nonprofit organization in the region. We provide free literacy assistance and hope to low-literacy residents of Valencia County, NM. VCLC’s mission is to enable adults to achieve personal goals and young children to achieve pre-literacy skills through literacy services provided to families free of charge.

The Executive Director (ED), who is accountable to the Board through the Board President and Executive Committee, advances this mission by providing strategic leadership and financial and operational management. Through its literacy programs, VCLC serves about 140 students annually. The ED leads a team of 18-38 members, including staff, volunteer tutors, funders, Board members, and contractors to fulfill the organization’s mission. Join VCLC’s team to lead this literacy-winning unique nonprofit.

Job Responsibilities: The ED is responsible for general management and oversight of programs, staff, tutors, contractors, and funders. The ED is also responsible for management of daily operations, professional communication, fundraising and donor relations, Board relations, and networking with literacy-focused agencies and partners. In addition, the ED is responsible for marketing and outreach, corporate and financial compliance of VCLC, and budgeting and fiscal management. The ED 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 VCLC 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 and agreed-upon priorities; guide the staff, volunteers, and Board in the execution of the plans and policies authorized by the Board.
   c. Oversee program evaluation to ensure quantified results and 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.

f. Maintain robust communication with staff, Board members, tutors, donors and funders, programmatic partners, and other stakeholders of VCLC.

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 insure external audit completion and annual IRS 990 filing and State filings.
   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.
      a) Select, develop, and lead an effective staff, tutors, students, and partners team. Provide the environment and resources necessary for team’s success.
      b) Oversee, evaluate, and improve the activities and resources of the programs.
      c) 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 and staff to attain the necessary resources to carry out the organization’s mission. Develop and execute an annual fundraising plan. Research, write, and submit grant applications. Oversee planning and implementing fundraising and related events. Identify, cultivate, and manage foundation and individual donors. Inform donors of the impact of their gifts. Prepare and submit all grant reporting in a timely fashion.

4. Board Relations: Establish and maintain an informative and supportive relationship with the Board and its committees, including frequent and ongoing communication about the status of operations, programmatic issues, fiscal soundness, fundraising, and staff morale. Provide timely financial, programmatic, and other information necessary for the Board to fulfill its governance functions. Help to identify and recruit new Board members.
Connect the Board with the organization’s activities in the community. 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 VCLC’s programs. Solicit support in terms of donations and volunteer time. Serve as an official and positive spokesperson for the organization. Participate with local nonprofit, government, and business community to expand awareness of the organization’s activities and impacts. Develop and deliver external-facing communications (including regular newsletters, website updates, donor and volunteer communications, and social media); ensure that they are running effectively and consistent, reflect the organization’s vision and priorities, and are targeted and tailored to the right audiences. Leverage program impact information and data into reports. 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.

6. **Traits Necessary for the Position:** The VCLC ED position requires a team-oriented, experienced, and visionary professional willing to:
   • Thrive on building long-lasting internal and external relationships and developing teams and individuals in a positive, collaborative culture; understand the literacy needs in Valencia County and various programmatic responses to those needs.
   • Possess excellent interpersonal, communication, 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 ED 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.
   • Flexibly adapt to scheduling needs, priorities and opportunities, and Board decisions.
   • Communicate the organization’s vision, impact, and work with all stakeholders.
   • Be positive in relationships with the community, Board, staff, donors, and volunteers.
   • Be self-motivated by the desire to create the best organization possible.
   • Be enthusiastic and devoted to the organization’s success.
• Anticipate and explain problems that arise ("raise the red flag") and present positive, well thought through solutions.
• Be meticulous in recordkeeping.
• Be resourceful.
• Communicate in English and Spanish and appreciate the need for biliteracy.
• Demonstrate experience working with Literacy Councils and/or low-literacy communities and dedication to community service.
• Demonstrate successful Grant writing experience.

7. **Minimum job requirements:**
   • Bachelor’s or Master’s degree preferred, OR equivalent combination of training, education, and experience.
   • At least 1 year of non-profit management and fundraising experience directly related to the duties and responsibilities specified is required, preferably with Literacy Councils or low-literacy communities.

8. **Working Conditions and Physical Effort**
   Work is normally performed in an interior work environment. Driving throughout Valencia County and occasionally other places in New Mexico is required as well as limited traveling by airplane to other states. Moderate physical activity. Requires handling of average-weight objects up to 25 - pounds and some standing or walking.

9. **How to apply:** Send a letter of interest indicating relevant experience, resume, and list of at least two references to vclced2022@gmail.com. Please note: “Executive Director, VCLC Application” in the subject header. Submissions received by September 30 will receive full consideration.

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