

## The Brunner Literacy Center Job Description

**Job Title: Executive Director**

**Date: March 2019**

**Reports to: President, Board of Directors**

**Directly supervises: Program Director, Development Director, Bookkeeper, Office Coordinator. Indirectly supervises: Other staff, volunteers, tutors**

**Classification: Exempt, Full-Time**

### **PURPOSE**

This position is the primary leader of the Brunner Literacy Center. The Executive Director is responsible for overseeing the management, budget, and programs and implementing the strategic plan of the organization.

### **GENERAL DESCRIPTION**

Key duties include Board relations, fundraising, financial management, community relations, marketing and general operations in collaboration with the staff directly responsible for each area. All staff and volunteers of the Brunner Literacy Center are accountable to the Executive Director through the supervision of their immediate superior. Final authority rests with the Board of Directors.

Specific functional areas of responsibility include, but are not limited to:

- Board relations
- Financial performance and viability
- Organizational mission and strategy
- Fundraising and development
- Administrative leadership and implementation of the strategic plan
- Community relations and marketing

## ESSENTIAL DUTIES

- Promotes the mission of the Center and its services to the staff and public
- Works closely with the Board of Directors in policy decisions, fundraising, and overall visibility of the Center throughout the region
- Plans and monitors the annual budget in conjunction with the Treasurer
- Develops employment and administrative policies and procedures for Board approval
- Serves as the Center's primary spokesperson to constituents, tutors, students, the media and general public
- Establishes and maintains relationships with various organizations that have a common mission of service to the poor and underserved
- In collaboration with the Program Director, supervises and leads the program staff and volunteers of the Center
- Implements and updates the strategic plan in accordance with the Board's directives
- Interfaces with the President of the Board to oversee Board organization and committee meeting processes
- In collaboration with the Development Director, is responsible for the fundraising, marketing, and communications aspects of the organization
- Reviews and approves contracts for services according to the designated limits
- Implements other duties as assigned by the Board of Directors

## MINIMUM REQUIREMENTS

- Bachelor's degree; master's preferred
- Five to ten years' experience in marketing, fundraising, and staff leadership for non-profit organization
- Strong preference for previous leadership experience in an educational setting
- Expertise in budgeting and financial management
- Relationship management skills
- Public speaking skills
- Proficiency with Microsoft Office suite: Word, Excel, and PowerPoint
- Proficiency with Quickbooks is a plus

## SPECIAL CONDITIONS

- Must be able to drive personal vehicle to various locations to conduct Center business
- Must be able to respond to variable work schedule as needed
- Occasional overnight travel may be required