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**Mission Statement:** *"...to provide adults in Northwest Ottawa County, Michigan with an opportunity to improve and transform their lives by strengthening their reading and language skills."*

## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

**Reports to:** President of R.E.A.D. Board of Directors

**Job Summary:** The Executive Director is responsible for managing the direct operations, completing timely grant and organization reports, engaging in and initiating fund development and organizational planning. The Executive Director serves as the spokesperson for the organization with the expectation of maintaining a positive and productive relationship with all stakeholders. The Executive Director is expected to actively engage in fund development, which includes working with the Board and community volunteers in planning and carrying-out fundraising events and developing and maintaining effective donor relationships.

### **Duties and Responsibilities:**

#### **1. Administration and Operations**

- Oversee the daily operations of the organization and ensure that ethical and confidentiality standards are practiced.
- Work with the Volunteer Coordinator and Pair Coordinator to ensure the needs of the students and tutors are met and that R.E.A.D. is accomplishing its mission.
- Develop the overall organization's work plan, monitor progress and evaluate the results.
- Is a member of all of the organization's committees.
- Perform other responsibilities directed by the Board.

#### **2. Finance**

- Assist the administrative committee members in developing annual budgets.
- Responsible for the preparation and distribution of the organization's annual report.
- Responsible for grant development.
- Plan and coordinate fundraising events with the Fundraising & Development Committee.
- Assure that organization expenditures are appropriate and within budget.

#### **3. Community and Public Relations**

- Supervise the development of community relations activities and materials.
- Participate in and attend community activities, meetings and speaking engagements to promote the mission of the organization.
- Work with community and business leaders to promote R.E.A.D. services throughout Northwest Ottawa County.

- Oversee the development and maintenance of the website and social media (Facebook, Twitter, and Pinterest).

#### **4. Fund Development**

- Complete an annual fund development plan to ensure ongoing contributions will meet budget needs.
- Supervise major fund development and special event activities.
- Strengthen corporate partner relationships.
- Manage fund development and special event materials.
- Work with Fundraising & Development Committee to solicit donations.
- Participate in adult literacy meetings, seminars and workshops to network, learn about industry changes and to potentially participate in collaborative projects.

#### **5. Working Conditions**

- Work independently – maintain a home office with computer and Internet access and a place to store R.E.A.D. materials.
- Flexible working hours.
- Must have a driver's license and reliable transportation.
- Must sign confidentiality agreement and maintain confidentiality of students, tutors and pertinent organizational information.

#### **6. Qualifications Required**

- Bachelor's Degree preferred.
- Experience in fund development, grant proposals, and special events.
- Experience in personnel management.
- Strong computer skills, including Microsoft Word, Excel, Google Drive and Power Point.

#### **7. Desired**

- Minimum two years of experience working with nonprofit public or private organization.
- Excellent written and oral communication skills.
- Effective interpersonal and leadership skills.
- Experienced in presentation and public speaking skills.
- Demonstrated skills in fund development, fundraising campaigns and grant proposals.
- Experience using WordPress, Microsoft Publisher, and Access.

**R.E.A.D. is an equal opportunity service and does not discriminate based on an individual's status as a protected class member.**