

Job Description

The Executive Director is the management leader of Oakland Literacy Council. Key duties include administration, tutor/student support, grant writing, fundraising and marketing. Community outreach responsibilities make this individual the “face” of literacy in Oakland County.

This part time position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

- 1) Board Governance: Works with board in order to fulfill the organization mission.
 - Responsible for leading Oakland Literacy Council in a manner that supports and guides the organization’s mission.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
 - Responsible for creating resource materials for all board meetings.
- 2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of Oakland Literacy Council including submitting to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget and ensuring maximum resource utilization, as well as maintaining the organization in a positive financial position.
 - Responsible for grant writing, (including identifying and pursuing grant opportunities) and developing other financial resources necessary to support Oakland Literacy Council’s mission.
- 3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs and community outreach.
 - Responsible for implementation of Oakland Literacy Council’s programs that carry out the organization’s mission.
 - Responsible for the enhancement of Oakland Literacy Council’s image by being active and visible in the community, and by working closely and or joining other professional, civic and private organizations.
 - Responsible for strategic planning to ensure that Oakland Literacy Council can successfully fulfill its Mission into the future.
 - Responsible for developing content in our monthly newsletter, updating and maintaining the website and ensuring an active social media presence for Oakland Literacy Council (including, but not limited to, Facebook).
 - Responsible for planning and implementing workshops, field trips and other special projects for our tutors and students.
- 4) Organization Operations: Oversees and implements resources to ensure that the operations of the organization are appropriate.
 - Responsible for effective administration of Oakland Literacy Council operations.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- 5) Physical and Other Requirements: This job entails primarily desk functions, as well as driving to external locations as required by community outreach responsibilities. The candidate must be able to provide their own transportation. There are little or no demands for strength, climbing, kneeling or stooping.

Professional Qualifications:

- A bachelor's degree and/or significant experience in non-profit management
- Transparent and high integrity leadership
- Five or more years management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Experience in grant writing (local, state federal and national), fundraising strategies and donor relations strategies unique to the nonprofit sector
- Skills to collaborate with and motivate tutors, students, board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrate ability to oversee and collaborate with staff
- Strong public speaking ability
- Skilled in use of Word, Excel, Quickbooks and File Maker
- Demonstrates initiative and a self starter

Actual Job Responsibilities:

- 1 Plan, prepare and oversee operation of annual budget.
- 2 Prepare data submission for MAERS (Michigan Adult Education Reporting System--a state grant program), including developing a working knowledge of this program
- 3 Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- 4 Serve as Oakland Literacy Council's primary spokesperson to the organization's constituents, the media, external organizations, and the general public.
- 5 Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Oakland Literacy Council's Mission.
- 6 Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and opportunities to increase the overall visibility of the Council throughout the community.
- 7 Supervise and collaborate with organization staff.
- 8 Work with software including Quick Books, File Maker and Excel.
- 9 Maintain and create programs to enhance our tutors and students experience. Work with office volunteers.
- 10 Oversee marketing and other communications efforts.
- 11 Review and approve contracts for services.
- 12 Other duties as assigned by the Board of Directors.

We are seeking a part time (28 hours) Executive Director. Salary commensurate with experience and other qualifications. Email resumes to: azalea301@comcast.net Resumes must be received no later than 6p.m. Wednesday, November 4, 2015.

Oakland Literacy Council, established in 1984, is the only adult literacy organization in Oakland county offering free one-on-one tutoring. Please visit our website at www.oaklandliteracy.com for more information.

Oakland Literacy Council is an Equal Opportunity Employer