

Tarrant Literacy Coalition Executive Director Job Description

Our Story

The Tarrant Literacy Coalition empowers adult learners and those who teach them with high quality literacy services and resources so businesses can hire, people can work and families can thrive. Our vision is to make appropriate and accessible services available to every adult who wants to become literate.

The Coalition was established when a diverse group of people in the Tarrant County area recognized that in order to address the growing need for additional adult literacy services, a coalition was necessary to bring together the entire community. Under the leadership of the United Way, funding was secured and a volunteer board of directors was recruited in early 2009. The organization received its 501(c)(3) non-profit status in March 2009.

Since that time, the Coalition has continued to grow to build the capacity of adult literacy programs in and around Tarrant County. The Coalition was named a United Way Partner Agency in early 2010.

In 2011, the Coalition began providing direct services to adult learners when it started Project BEST. These high school equivalency classes are taught two nights a week at the White Settlement Family Resource Center. In addition to Project BEST, the Coalition helps oversee English language classes for immigrants and refugees twice a week at Agape Baptist Church. Project LEARN (Literacy Education and Reading Network) was created as a collaborative effort between the Coalition and two other literacy organizations to provide individual tutoring for adults with low level reading skills. Our *Literacy and Learning Program* provides professional development for adult and family literacy instructors through Fourth Friday Forums, the Metroplex Literacy Conference and the DFW Literacy Symposium. The Tarrant Literacy Coalition was also a founding member of the Tarrant County Adult Education and Literacy Consortium.

By launching new programs, evaluating and improving the quality of existing programs, the Coalition works to provide new opportunities for determined adult learners to attend classes to prepare them for productive and meaningful lives as literate citizens.

The board of directors is seeking the second executive director in the organization's history to take the Tarrant Literacy Coalition to a greater level of fiscal viability by diversifying revenue streams, identifying new partners to invest in literacy, and to continue the values of the organization instilled by our Founding board of directors and our founding executive director.

Our Executive Director

The board of directors is seeking an executive director (ED) who will help develop and carry out the program strategy, fund development efforts, and daily operations of the Tarrant Literacy Coalition.

The ED provides daily supervision for the organization and reports directly to the board of directors. With the board of directors, the ED is responsible for the strategic leadership of the organization to ensure its future relevance, credibility, and viability. The ED will work with the board of directors to lead the organization in creating and implementing a new strategic plan, annual goals, objectives, and priorities as well as evaluate the agency's progress and key performance objectives and goals. In coordination with the board chair, the executive director provides notice of all board meetings. The ED sees that all orders and resolutions of the board are carried out. The ED performs all duties incident to his/her position and other duties as may be assigned by the board of directors.

Specifically, the executive director will:

Vision & Strategy

- Provide the day-to-day leadership to carry out the mission and vision of the agency.
- With the board, develop and implement a strategic plan that will provide for short- and long-term program goals, increase community engagement, increase human resource capacity and promote revenue growth and sustainability for the organization.
- Maintain current partnerships, while identifying and pursuing new partner opportunities for the organization to fulfill its mission effectively.
- Work closely with board members on governance and implementation of essential organizational operating policies; work with the executive committee to increase board engagement, and increase the scope and capacity of the board of directors.
- Attend community events and conferences to represent and promote the organization to local, regional and national constituencies as appropriate.
- Manage affiliate relations with external literacy providers and community partners, steward existing relationships and cultivate new relationships with local, state, and national leaders in the field of literacy and the public at large.
- Serve as the primary media contact to represent the coalition's programs and promote the organization through written articles, personal appearances and speaking engagements at conferences and through electronic media.

Fund Development

- Work closely with the board to develop and maintain strong fundraising networks while engaging donors through acknowledgement letters, updates, presentations, reports, meetings, and personal visits.
- Manage the organization's special event fundraisers (i.e. Corporate Spelling Bee and the North Texas Day of Giving), annual giving, direct mail, email campaigns, and board giving.
- Identify new funding sources, write and submit proposals, and oversee pre-and post-awards of grant funding from local, state, and national sources.
- Explore federal funding opportunities and consequences for the agency, when appropriate.
- Meet with current major donors and prospects to discuss the organization's vision and to present opportunities for investment.
- Oversee all social media, press releases, print and electronic communications (newsletters, invitations, website, fliers, annual reports, etc.).
- Actively facilitate collaboration and partnerships in the community, promoting participation, volunteerism, and philanthropy.

Operations and Programs

- Oversee all program services of the agency, including but not limited to Project BEST, Project LEARN, Literacy and Learning, and the Adult Education and Literacy Call Center to ensure efficiency, quality, and cost-effective management of resources.
- With assistance from the board treasurer, oversee the organization's financial planning, budgeting, monthly financial reports and payroll. With the treasurer, assure that the annual financial review and IRS reports and documents are completed and filed in a timely manner.

- Administer personnel management and benefits, insurance, and facility oversight, addressing issues with landlord as needed. Evaluate performance of staff and volunteers for compliance with established policies and objectives of the organization.
- Provide monthly activity reports to the board of directors to track progress and revise objectives and plans in accordance with current conditions.
- Promote a work-environment for staff and volunteer which builds favors positive motivation and retention.
- With the finance committee, recommend an annual operating budget to the board of directors and provide financial reports to ensure the organization is operating within the board approved budget.
- Encourage and facilitate the application of technology to make optimal use of resources.
- Upon approval by the board of directors, act as a legal representative of the agency for matters such as signing checks, attending meetings, signing contracts, etc.

ESSENTIAL REQUIREMENTS

Education and Experience

- An undergraduate degree is required; the attainment of an advanced degree and/or related certification is preferred. Administrative experience in a nonprofit organization or institution of higher education is required. Must be able to think strategically about the Coalition’s priorities and help translate these priorities to program and staff recruitment and related fundraising activities.
- Strong development experience creating and executing development plans, including but not limited to; major gifts, grants, direct mail, social media, special events, etc. to meet organization’s revenue objectives.
- Compassion and empathy for clients served by the agency, as well as values consistent with the mission of Tarrant Literacy Coalition are required.
- Diplomacy and Presentation: Ability and poise to deal with senior executives of foundations and companies. Comfort in leading discussion and making presentations to small or large audiences and eloquently presenting the organization’s mission and vision, programs, and objectives.
- Consensus Building: The ability to promote cooperation, collaboration, and partnerships between individuals or groups, both inside and outside the organization; build and maintain trusting relationships with individuals and volunteers to improve organizational effectiveness.
- Strategic Leadership: The ability to create and structure an environment in line with the organization’s values; gain the support of others and a commitment toward the organization’s goals.
- Strategic Thinking: The ability to adopt a long-term systems view of the organization’s strengths and weaknesses, as well as external trends/risks to assess positioning and make decisions that maximize performance.
- Collaboration and Teamwork: The ability to serve as a leader while maintaining relationships which allow for productive disagreement and debate.
- Communication Skills: The ability to communicate effectively, persuasively and appropriately in oral and written form, by understanding the audience’s needs, subject matter content and urgency, and assorted media with which to share information.
- Results Orientation: The ability to focus on short- and long-term outcomes and ensure that the strategic goals are determined and set forth for the organization are met.
- Careful Listening: The ability to pay full attention to a speaker, ask appropriate clarifying questions, and respond appropriately to what has been said; the ability to read “between the lines” and make inferences based on tone of voice and body language cues.

- Ethics and Transparency: The ability to understand and uphold the highest degree of ethical standards and maintain the integrity of the organization.
- Analytical Thinking: The ability to see the “big picture” in complex situations by linking information or by considering an abstract or longer-term perspective; ability to break down a problem, situation or process into its component parts, understand the nature of those parts and their relationship to one another; make sound decisions in situations of uncertainty or risk.
- Operational leadership: The ability to demonstrate hands-on leadership, pay attention to detail, and have a good command of operating activities.
- Resourcefulness: The ability to identify opportunities to use resources that are already available or that are easy/inexpensive to obtain; consider the surrounding environment before making costly decisions; use imagination and creativity to navigate difficult situations.
- Coaching and Developing Others: The ability to help others increase capabilities, maximize potential, and recognize options.
- This work requires a willingness to work a flexible schedule.

Physical Demands

While performing the duties of this job, the executive director is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use, therefore the individual must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. He/She must occasionally lift and/or move up to 30 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

Work Environment

The work environment is a small, busy office located in Tarrant County. The noise level in the work environment is usually low to moderate.

Travel

The Tarrant Literacy Coalition is located in southwest Fort Worth; the service area of the Coalition is Tarrant County and surrounding areas, thus travel throughout Tarrant County and closely surrounding areas occurs regularly. The executive director must also be able to travel to attend conferences, training and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.

Status

This is an exempt position. Salary is competitive and commensurate with experience.

Supervision

The executive director reports directly to the Tarrant Literacy Coalition board of directors.

With your application, please provide your resume, cover letter, and minimum salary requirement.