Wichita Adult Literacy Council

Wichita Adult Literacy Council
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wfwalc.org

Job posting: Executive Director
Wichita Adult Literacy Council, Inc.

Location: Wichita Falls, Texas

The Wichita Adult Literacy Council, a nonprofit organization dedicated to improving adult literacy in our community, is seeking an experienced and passionate Executive Director to lead our organization. This is a full-time, in-person leadership role responsible for strategic management, fund-raising, grant-writing, marketing, and program development. The ED should be available for specific nights and weekends for fund-raising and events.

Key Responsibilities
Organizational leadership: Oversee day-to-day operations, ensuring alignment with the WALC's mission and strategic goals, while overseeing staff and tutoring volunteers.

Fund-raising and development: Develop and execute fund-raising strategies, including donor relations, sponsorships, and special events as well as maintaining current events.

Grant-writing and compliance: Research, write, manage grant applications and reports to secure funding and ensure compliance with grant requirements.

Community engagement: Serve as the public face of the organization, building relationships with community leaders, partners, other non-profits, and stakeholders.

Financial and program management: Develop and manage budgets, track financial performance, and oversee program effectiveness.

Board collaboration: Work closely with the Board of Directors, providing regular updates and supporting governance initiatives.

Compensation: Competitive salary based on experience.

Qualifications: A bachelor's degree in nonprofit management, education, business administration, or a related field.
Minimum of 3 to 5 years of nonprofit leadership, experience, including fund-raising and grant-writing.
Strong communication, public speaking, and relationship-building skills.
Technology and social media skills. Experience managing budgets and overseeing staff/volunteers. Passion for literacy, education, and community service.

To apply: Please submit your resume, cover letter, and references to: director@wfwalc.org. Applications will be reviewed on a rolling basis.