



July 1, 2020

## **JOB ANNOUNCEMENT: SEEKING A DYNAMIC, VISIONARY LEADER**

To apply, submit cover letter and resume to: [EDsearch@literacyconnects.org](mailto:EDsearch@literacyconnects.org) by August 7, 2020.

### **ABOUT LITERACY CONNECTS**

Literacy Connects is a volunteer-driven Tucson nonprofit serving over 48,000 children and adults annually through programs focused on literacy and creative expression. As the premier literacy hub of Southern Arizona, we connect individuals and groups from across the community to work together for long-term social impact. While each of our programs uses different delivery models to achieve our mission, they are unified in achieving transformational learning through joyous student-centered relationships and a strength-based approach. We know that while building **skills** is critical, long-term success depends on shifting **attitudes** and **behaviors**. We believe that when people come to identify as learners, readers, writers, creatives, and empowered citizens, their resilience increases along with opportunities to help themselves and others.

### **ORGANIZATIONAL VALUES**

The core values that influence our organizational direction are **equity** and **social justice**, **creativity** and **imagination**, **collaborative relationships**, **joy**, and **transformational learning**. We are positive and always try to work from a place of gratitude. We seek board members, staff and volunteers who are passionate, committed to the mission, and can embrace our core values.

### **POSITION DESCRIPTION**

The Executive Director is the visionary and strategic leader for Literacy Connects. The Executive Director is responsible for working with the Board of Directors and staff to develop and execute the strategic plan to achieve our ten-year vision: "Literacy Connects is a nationally recognized leader in literacy and creative expression. We envision that our proven impact will be shared throughout the state and nation." Given the COVID-19 pandemic, Literacy Connects is reviewing its strategic priorities. This is an optimal time for a new Executive Director to join the team.

**The successful candidate for this position will demonstrate the ability to** sustain, strengthen and grow the organization through implementation of our guiding principles and commitment to:

- Literacy as a social justice issue
- Openness to change and a growth mindset
- Lifelong learning and growth in self and others

- Flexibility and adaptability to change
- Creativity and innovation
- Collaboration both inside and outside the organization
- Trust and trustworthiness
- Relationship building
- Optimism, patience, and strengths focus
- A joyful workplace
- Diversity, equity and inclusion

**Literacy Connects is located in Tucson, Arizona.** Grounded in the unique and beautiful Sonoran Desert, Tucson has a rich, diverse cultural history and thriving arts, culinary, and literary scenes. Tucson is also home to the University of Arizona and hosts the annual Tucson Festival of Books drawing famous authors and visitors from across the country. With a cost of living 8% below the national average, living and working in Tucson is quite affordable for many people. At the same time, there is still a lot of work to do for continued community betterment. The poverty rate in Pima County is 18.3%, well above the national average of 13.1%. In addition, Arizona is ranked 49<sup>th</sup> in public education quality and safety. To learn more: [www.literacyconnects.org](http://www.literacyconnects.org) and [www.visittucson.org](http://www.visittucson.org).

## **ESSENTIAL FUNCTIONS OF THE EXECUTIVE DIRECTOR**

### **Vision and Strategy**

- The Executive Director collaborates with the Board of Directors and staff to execute the strategic plan and build toward the ten-year vision;
- Maintains and enhances a work culture that is mission focused and values teamwork, effective communication, accountability and exceptional service delivery;
- Provides leadership to maximize synergies across the organization to achieve long-term goals;
- Identifies the organization's growth opportunities, working with the board and staff to guide organizational design and development to achieve optimal effectiveness;
- Ensures the organization is committed to service delivery and community building;
- Develops innovative ideas and initiatives for expanding Literacy Connects' brand and public awareness;
- Collaborates with leaders to create an innovative, healthy, diverse, equitable, and inclusive organization;
- Promotes a strong focus on technology integration and digital equity within the organization and in the community.

**External Relations and Advocacy**

- The Executive Director serves as the primary spokesperson for Literacy Connects and demonstrates articulate leadership and inspiration for the mission;
- Effectively represents the organization to the local, state and national communities, reaching out to engage and involve potential corporate, civic, governmental and nonprofit partners;
- Works with staff leadership to develop marketing and branding plans for the organization;
- Enhances the organization's visibility and position as a community literacy hub throughout the Southwest and beyond;
- Expands community support and alliances for the organization;
- Acts as an advocate for agency-related public policy positions;
- Provides oversight and input into the organization's communications including print, broadcast, web and social media.

**Fundraising and Development**

- The Executive Director is a strong fundraiser who identifies, cultivates, solicits, and stewards a portfolio of donors;
- Works closely with staff and board to devise and realize fundraising plans to meet the organization's mission and strategic initiatives;
- Builds and nurtures relationships with community leaders, funders and other stakeholders;
- Possesses knowledge and experience overseeing grants and contracts in the private and public sectors.

**Human Capital Oversight and Management**

- The Executive Director ensures that Literacy Connects is an employer of choice in the region;
- Maintains and develops a talented and highly motivated professional staff through open, transparent, and respectful communication, as well as staff development opportunities;
- Assumes overall responsibility for hiring, promoting, retaining and terminating staff and implementing the performance management system;
- Provides direct supervision and coaching to members of the management team;
- Works in partnership with the Board and staff to ensure strong teamwork and a healthy work- life balance;
- Ensures resources are available for staff to effectively meet their goals;
- Maintains and maximizes the organizational culture to enhance staff development, satisfaction and an overall healthy work culture.

**Financial Management**

- The Executive Director ensures the short- and long-term financial health of the organization;
- Provides leadership and oversight of budget development, financial management, reporting, and compliance;
- Reviews and enhances the operations of the organization to maximize funding opportunities and fully leverage Literacy Connects brand and actively seek new sources of revenue;
- Works with the management team to oversee all management policies, procedures and systems to ensure highest level of efficiency and quality throughout the organization;
- Works closely with Board Treasurer to ensure board education and understanding of financial reporting and requirements;
- Works with auditors.

**Board Governance**

- The Executive Director develops and sustains a strong partnership with the Board of Directors;
- Establishes credibility among the organization's stakeholders, including the Board, as an effective developer of solutions to organizational challenges;
- Works in partnership with the Board to enhance the organization's mission and grow resources;
- Meets regularly with the Board Chair and Chair-Elect to keep them informed about the organization;
- Works with all board committees and provides ongoing guidance to ensure the strength and effectiveness of the Board;
- Assists in the identification, recruitment and orientation of new Board Members;
- Communicates transparently to ensure the board is informed and able to make strong decisions on behalf of the organization.

**QUALIFICATIONS**

The Executive Director is fully committed to Literacy Connects' mission and vision and is ready to be a leader on this issue in our region. All candidates must have proven leadership, coaching, business planning, budget oversight and management experience. Demonstrable experience and other preferred qualifications include:

- Ability to articulate a vision and inspire others to mobilize efforts to achieve it;
- Advanced degree in a related field, such as Literacy Education, Nonprofit Management, Business, Social Work, with 5+ years leadership/management experience or a Bachelor's degree plus 10+ years leadership/management experience preferred. May substitute a

combination of education and experience deemed appropriate by the Search Committee;

- Expertise in literacy and education issues;
- Strong operational and budget management skills plus five years' experience managing an organization with a seven-figure budget;
- Proven record in fund development, specifically major donor experience;
- Proven collaborative leadership style and the ability to work well and be comfortable with diverse groups and individuals;
- Ability to manage and lead a multidimensional organization;
- Excellent written and oral communication skills;
- Experience with or willingness to learn the Entrepreneurial Operating System (EOS);
- Demonstrated problem solving and decision-making skills;
- Fluency with standard office equipment and Microsoft Office and Google Suite;
- Knowledge of local, state and federal funding is helpful;
- Bilingual Spanish/English preferred;
- Valid driver's license, reliable transportation, clean driving record, and current auto insurance are required.

Literacy Connects offers a competitive salary and benefits package. It is an equal opportunity employer and prohibits employment discrimination based on race, color, sex, marital or familial status, sexual orientation, gender identity, age, religion, veteran status, national origin, ancestry or disability.

**To apply, submit** cover letter and resume to: [EDsearch@literacyconnects.org](mailto:EDsearch@literacyconnects.org) by August 7, 2020. Applications will be reviewed as they come in. Please state clearly in your cover letter: personal and/or professional connection to the mission of Literacy Connects; years of experience in leadership and/or management positions; years of experience in budget management and size of budget(s) managed; and years of fundraising experience with approximate funds raised by you in that position. Please do not hand-deliver or mail your materials; use only the email provided. Please do not call the office with questions; questions should be addressed to the email address provided. Thank you.