



BARBARA BUSH  
FOUNDATION for  
FAMILY LITERACY

**Job Title:** Vice President, Mission and Programs  
**Reports to:** Chief Operating Officer (COO)  
**Location:** Washington, D.C.  
**Closing Date:** July 24, 2020

### About the Barbara Bush Foundation for Family Literacy

Former first lady Barbara Bush chose literacy as her life's work based on a simple, but powerful belief: "If more people could read, write, and comprehend, we would be that much closer to solving so many of the problems plaguing our society." Since she established the Barbara Bush Foundation for Family Literacy in 1989, research has continually proven her right, linking literacy to some of the most pressing issues facing our nation, including health care, the economy, and child welfare.

Over the past 30 years, the Barbara Bush Foundation has provided more than \$110 million in support for literacy programs in all 50 states and the District of Columbia, but there is still much work left to be done. Low literacy remains a silent and enduring crisis in America. Unmet literacy needs prevent 36 million American adults from fully engaging in our society as parents, workers, and citizens—impacting our nation today and for generations to come. Today, the Foundation is a public charity that remains committed to Mrs. Bush's vision, focused on harnessing innovation and the power of technology to expand access to services for the millions of American families in need.

### About the Position

The Vice President of Mission and Programs (VPMP) will serve as primary leader for the Barbara Bush Foundation's programmatic offerings including program design, educational technology, development, delivery, evaluation, improvement, and ongoing management.

Internally, the VPMP will work closely with the Chief Executive Officer (CEO) and the Chief Operating Officer (COO) in devising, developing, and undertaking initiatives that advance the Barbara Bush Foundation's mission, raise awareness, strengthen the organization's profile, and attract investments necessary to support the organization. Reporting to the COO, the VPMP will work closely with other members of the leadership team to coordinate the work of the Foundation. Externally, the VPMP will have a firm grasp on the Barbara Bush Foundation's mission, vision, and history, and will be able to effectively lead the design, development, evaluation, and promotion of programs and events that improve literacy outcomes in the United States, with a focus on adult and family literacy. The VPMP must be able to frame and clearly communicate the Barbara Bush Foundation's work in contexts that are relevant and meaningful to a diverse stakeholder group, including learners, donors, decision-makers, and local leaders. Initiatives must maintain high standards and be reflective of the overall mission.

### Skills and Qualifications

The Barbara Bush Foundation is seeking a builder—someone with a demonstrated track record of turning visions into reality. The right person will be outgoing, comfortable with building partnerships, experienced with supervision and team-building, a clear communicator, and experienced in budget management. The VPMP must be confident and tactful, show initiative, and maintain a balance of humility and assertiveness. The VPMP position must work out of our Washington DC headquarters.

This position requires at least 7-10 years of experience, a master's or doctoral degree, and:

- Ability to envision new opportunities based on evidenced-based best practices, build programs, and bring them to market. Drive project success.
- Knowledge of, and experience with, educational technology platforms and products
- Experience in education, literacy, and preferably adult education
- Experience in data analytics and outcome evaluation
- Able to develop, implement, and manage strategies for measuring, tracking and reporting on program outcomes and impacts against goals and grant requirements
- Ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment
- Communication, collaboration, and partnering skills, and experience working with a diverse group of stakeholders
- Leadership and consensus building skills
- Strong supervision skills, and ability to attract, develop, coach, and retain high-performing team members, empowering them to elevate their level of responsibility, span of control, and performance
- Ability to write proposals and reports when needed

## **Culture and Values**

The Barbara Bush Foundation is committed to honoring its 30-year history, while looking toward the future as an innovative thought leader in the field of adult literacy. We have a fast-paced, collaborative environment. Our organization values innovation, dedication, teamwork, and respectfulness.

We enjoy thinking big, but also working hard to deliver our best product. Our team is solutions-oriented, looking for someone who is always ready to deliver on ways to solve challenges, both internally and with external partners.

## **What We Offer**

Competitive compensation and excellent benefits including a robust Paid Time Off (PTO) program: 27 days of PTO, 9 holidays, and office closure from December 24 – January 1. Medical, dental, and vision benefits; life insurance; short and long-term disability; and a 403(b) program with employer match are provided by the Foundation.

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

Please email your cover letter and resume in confidence to [jobs@barbarabush.org](mailto:jobs@barbarabush.org) by July 24, 2020.

*For more information about the Barbara Bush Foundation for Family Literacy, please visit [www.barbarabush.org](http://www.barbarabush.org).*