



Community Programs and Business Development Director (Full-Time)

Location:

This position is based at Literacy Source's Learning Center at 12360 Lake City Way NE, Ste 301. However, the job requires both in-person and remote work as needed.

About Literacy Source:

Literacy Source is a non-profit community learning center where we work towards an inclusive and equitable society providing education and opportunities for all adults. We provide free basic skills classes and one-on-one tutoring at our Learning Center in Lake City and in locations throughout Seattle. Our learners range in age from 18 to 91, speak over 75 languages, represent over 60 nations including the US, and most have low socio-economic status. All students share one common element – the desire to learn and achieve their goals.

Our mission: Literacy Source provides accessible, high-quality foundational education for adults to create lasting opportunities for themselves, their families, and their communities. More on our mission, values and organization at www.literacysource.org.

Position Description and Duties:

As our **Community Programs and Business Development Director**, you will play a key role in expanding Literacy Source's presence and impact by further designing and implementing a long-term business strategy to support adult learners, drive growth, and ensure financial sustainability. You will be responsible for building and sustaining partnerships that bring Literacy Source educational programs directly to community and workplace settings. The Community Programs Director will be a new senior level position at Literacy Source and part of the organizational leadership team.

This full-time role goes beyond partnership outreach and will chart a path forward for how Literacy Source meets learners where they are at and collaborates with employers, organizations, and the community at large to offer accessible and tailored education programs throughout the community. The Community Programs Director reports to the Co-Executive Director, Educational Director. This role provides departmental leadership, will work closely with other instructional departments to internally align services and programs, and work with the development and communications teams for external relationship development.

Duties include:

Strategic Leadership

- Develop and implement a comprehensive businesses development plan to expand community-based programs, classes, and trainings to meet Literacy Source's annual revenue goals for

business development (triple department income and proportionally increase student access to educational programs in 10 years).

- Provide departmental leadership including staff supervision and hiring, strategic planning, developing and maintaining planning and documentation tools, and managing departmental budgets.
- Further develop and maintain a database of partner contacts across major industries and track return on investment from business development activities for the agency.
- Monitor and analyze data to evaluate performance and adjust strategies as needed.
- Work closely with the Board of Directors and Co-Executive Directors to develop business development strategies and goals.
- Work closely with other instructional departments to internally align services and programs as well as with the development and communications teams for external relationship development.
- Set measurable targets for growth, revenue generation, and program sustainability.

Business Development

- Build and maintain relationships with regional businesses, non-profits, and government agencies.
- Conduct needs assessments, scopes of work, and contract negotiation with potential partners to customize offerings of the community programs team.
- Facilitate the creation of marketing tools for business development including flyers, videos, social media content, and outreach emails, both internally and externally.
- Develop, review and secure pertinent partnership contracts, skills training and consulting engagements, and memoranda of understanding.
- Coordinate new community programs project proposals with support from departmental and fundraising staff.

Organizational Leadership

- Serve as an active member of the leadership team
- Serve as an ambassador and spokesperson for Literacy Source at events and in the community.
- Collaborate closely with the Development Director for joint outreach, communication, and community engagement.
- Collaborate closely with the instructional program leads to provide consistent organizational leadership across educational programs.

Other:

- Participate in strategic planning initiatives along with board and staff.
- Represent Literacy Source at meetings, conferences and workshops as appropriate.
- Assist with ongoing office activities, including in-person staffing coverage.
- Work easily as part of a team and participate in regular agency staff meetings and organizational leadership team.
- Other duties as assigned.

Required Qualifications:

- Literacy Source is working to become a fully inclusive, multicultural, anti-racist organization. Commitment to this work is essential.

- Six or more years of increasing experience in business development, fund development, sales, and/or program growth.
- Two years of management experience.
- Staff supervision experience.
- Strong partnership development, contract management, and relationship-building skills.
- Excellent verbal, written, and interpersonal communication.
- Demonstrated leadership in a team setting working with staff, board members and other volunteers to accomplish objectives.
- Ability to effectively interact with co-workers, clients, donors, volunteers and community partners with diverse backgrounds and treat everyone with respect.
- Proficient in core computer skills including word processing, database management, spreadsheets, navigating the web, and electronic communications.
- Ability to work on multiple projects simultaneously and prioritize tasks and responsibilities.
- Connection with mission of Literacy Source and our diverse community.

Desired Qualifications:

- Experience with adult education, ESOL, or immigrant/refugee communities.
- Experience in growing an organizational department.
- Familiarity with program design and business planning.
- Proficiency in databases (e.g., Little Green Light).
- Lived experience that reflects our student population (proficiency in Spanish, Chinese, Amharic, Oromo, Arabic, Tigrigna; immigrant or refugee; non-traditional educational trajectory).

Compensation and Hours:

This is a non-exempt full-time (**35 hour per week**) position. Benefits include:

- Fully paid medical, dental, and vision
- 10 paid holidays; 2 floating holidays
- Paid office closure the first week of July and the last week of December
- Additional 20 days of paid time off
- Employer-matching retirement plan after one year of employment
- Federal student loan forgiveness
- Opportunities for paid professional development
- Some flexibility with work schedule, with some remote, evenings and weekend work

The position is hybrid - required to be in the office two days a week at our Lake City location. **Salary Range: \$41.00-\$42.20/hr.** Starting salary determined by experience using the Literacy Source pay equity matrix.

Interview process:

- Phone screen interview
- Virtual first panel interview
- Virtual second panel interview with performance task. All candidates who submit the performance task and attend the second interview will receive a \$50 gift card for compensation of their time.

How to Apply:

Submit a resume and cover letter to Cat Howell employment@literacysource.org.

For more information, visit www.literacysource.org or call 206-782-2050.

Closing Date:

Open until filled. Priority given to those who apply by end of April 2026.

Literacy Source is an equal opportunity employer working towards a culturally diverse workplace. We strongly encourage applications from the BIPOC community, immigrants, refugees, women, people with disabilities, members of the LGBTQ community and other underrepresented and historically marginalized groups.