

Job Description

Executive Director, Delaware County Literacy Council

The Delaware County Literacy Council helps adults develop reading, writing, math and English Language skills to thrive in the workplace and the community.

Job Overview

The Delaware County Literacy Council (DCLC) was formed in 1975 by a coalition of volunteers concerned by the number of people in the community who were unable to read and write. Volunteer tutors remain a large and critical component of the DCLC. Recent evolution of the organization includes additional programs to support student employment and other skills necessary to thrive and achieve their personal goals. DCLC is a leader in creating a community of lifelong learners within Delaware County. It is recognized as a “go to” resource and is sought after as a community partner.

The Executive Director (ED) is the chief executive of Delaware County Literacy Council. The Executive Director is responsible for leading all aspects of the organization, including strategic planning and execution, programs, communications and community outreach, fundraising, financial and general administration.

Along with relevant experience, a successful ED will be nimble, have exemplary interpersonal skills, a transparent communication style and demonstrated ability to navigate change with positive energy.

The position reports directly to the Board of Directors. Salary commensurate with experience. References to be provided upon request. Interested applicants please send resumes to dcharley@delcoliteracy.org.

Responsibilities and Duties

- Serve as a visible and vocal advocate for the organization and our students
- Work with the Board to fulfill the organization’s mission and execute the strategic plan, including commitment to reducing barriers to success and promoting equity in our communities
- Secure resources necessary to ensure the financial health and growth of the organization
- Attract, retain, develop and lead employees and volunteers of the organization in executing and supporting the fulfillment of the organization’s programs and community engagement
- Ensure commitment to an inclusive work environment and effective workplace

Qualifications

- Minimum education level – Bachelor’s degree
- 10 or more years work experience, including 5 or more years nonprofit leadership experience
- Strong internal and external communication skills
- Fundraising expertise with individuals and foundations
- Experience overseeing operational and administrative functions, including financial management, facilities, technology and human resources
- Preferred:
 - Executive Director Experience
 - Agile leadership skills and a growth mindset
 - Knowledge of Delaware County Communities
 - Knowledge of adult education and literacy
 - Experience with government grant programs
 - Involvement with professional associations