



## **POSITION DESCRIPTION**

### **D.C. LEARNs Executive Director**

#### Summary

The mission of D.C. LEARNs is to lead an active coalition of Washington D.C. literacy programs, learners, and supporters and work with them to strengthen adult, family, and children's literacy services and present a strong, unified voice on the importance of literacy as an investment in the community. D.C. LEARNs currently supports well over 50 organizational members providing literacy services to children, families and adults in the District of Columbia. Our projects include the Adult Education Professional Development Center and a collaboration with the D.C. Public Library on a program that provides parents and other caregivers enrolled in adult literacy programs with the skills they need to help their children develop early literacy skills.

The Executive Director is the Chief Executive Officer of the organization. He/she reports to the Board of Directors, and is responsible for the organization's achievement of its mission and financial objectives. In doing so, the Executive Director has the opportunity to carry out initiatives aimed at better coordinating delivery of literacy services in the District of Columbia, brokering resources to enhance services, and supporting adult learners in their roles as advocates. The Executive Director also plays a significant role in both policy activities and project implementation.

This is currently structured as a salaried part-time position with benefits, with the possibility of full-time if organizational fundraising goals are met. This is an excellent opportunity for an energetic, entrepreneurial individual looking to help a small nonprofit grow.

#### Essential Functions

- Ensure that the organization has a long-range strategy to achieve its mission and meet the needs of members.
- Develop and implement organizational goals, based on member input, that align with the city's literacy needs.
- Manage an organizational budget of \$200-500,000 annually.
- Work with the staff and the board in preparing the annual budget, and ensure that the organization operates within budget guidelines and maintains sound financial practices.
- Ensure the fiscal health of the organization by working with the board to develop and implement a fundraising plan; submit proposals; initiate and maintain partnerships and collaborations; and pursue new funding opportunities with individuals and organizations.
- Maintain knowledge of services provided by member organizations and strong relationships with key staff people.
- Support organizational members by convening regular provider meetings and other activities.
- Manage D.C. LEARNs staff (currently two full-time staff, a part-time bookkeeper, occasional consultants, and interns); and ensure that job descriptions are updated, regular performance evaluations are held, and sound human resource practices are in place.

- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
- Oversee the organization's communications strategies and activities.

#### Position Relationships

Position requires regular contact with D.C. LEARNs member programs, other city literacy programs, city officials, funders, and the general public.

#### Position Requirements

- Demonstrated success fundraising in the corporate and foundation sectors. Candidates with significant fundraising track records are highly desired. Prior experience working with the local corporate or family foundation community is a plus.
- Prior Executive Director experience strongly desired; however, a candidate with management experience and a track record of accomplishment in non-profit organizational growth and development may be considered.
- Experience working collaboratively with staff to prioritize tasks and responsibilities.
- Documented success with non-profit financial management.
- Familiarity with and sensitivity toward at-risk populations in D.C.
- Cultural competency in the communities in which D.C. LEARNs members work.
- Experience facilitating community meetings and work groups.
- Strong oral and written presentation skills.
- Experience building relationships with individuals in public, private and non-profit sectors.

In addition to the above, bilingual candidates (Spanish and English) and candidates with experience in training and professional development are encouraged to apply.

Finally, the Executive Director should ideally possess an understanding of local issues and the ability to creatively maximize resources by collaborating with other like-minded organizations and volunteers in our community. While knowledge of literacy issues—especially at the local level—is not required, enthusiasm and interest in increasing educational opportunities for all District residents is critical.

D.C. LEARNs' benefits include health insurance, a 403(b) retirement plan, and generous leave and vacation policies. We are located in downtown Washington, D.C., near several Metro stations and accessible by many bus routes.

D.C. LEARNs is an Equal Opportunity Employer. Qualified candidates will receive consideration without regard to race, sex, sexual orientation, age, religion, national origin, marital status, veteran status or disability. Persons of color and members of other underrepresented groups **are strongly encouraged to apply**, and voluntary information in this regard is welcome.

If interested, please forward your resume and cover letter no later than July 6<sup>th</sup> to:

Search Committee  
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