

## Executive Director Job Description



The Richardson Adult Literacy Center is seeking an executive director to lead its organization. Work includes:

- Oversees and provides support for effectiveness of RALC programs:
  - Oversees and supports Volunteer Coordinator who recruits, trains, and supports volunteer teachers.
  - Oversees and supports Student Success Coach, who manages enrollment, supports students, and teaches Career Bridge.
  - Oversees and supports Program Coordinator who develops and maintains all aspects of ESL curriculum and student assessment.
  - Manages data collection and entry functions that provide information for program improvement/enhancement, trains volunteers or staff as necessary.
- Manages fundraising on behalf of RALC:
  - Plans and oversees all RALC fundraisers, in conjunction with Event Chairs and committees.
  - Works through the Board to generate new fundraising ideas when appropriate.
  - Looks for and researches opportunities for grants and other funding proposals; writes grant proposals and/or supervises that function.
  - Encourages donations, memorial gifts, and organizational gifts; evaluates “in kind” gifts.
  - Develops and distributes program-end reporting to grantors and other funders.
- Serves as effective liaison with the community:
  - Attends civic/community events and meetings to promote/represent RALC.
  - Raises public consciousness of adult literacy issues.
  - Works with local groups related to nonprofits and/or literacy to collaborate, as appropriate
  - Prepares communications (Annual Impact Report) and monthly newsletters for RALC
  - Works with partners to develop and maintain relationships that benefit RALC
- Manages and provides oversight for all financial aspects:
  - Manages cash flow (donations, deposits, disbursements) for RALC
  - Manages monthly bookkeeping, including bank reconciliations and creation of monthly balance sheet and profit/loss statements, which are reviewed/approved by the finance committee
- Works effectively with the RALC Board of Directors:
  - Serves as ex-officio member of the Board and various Board committees.
  - Effectively prepares, implements and manages annual Budget approved by the Board
  - Facilitates implementation of the strategic plan
  - Assists in recruitment of Board members and committee members
- Manages and directs RALC administrative functions:
  - Assures that the RALC office is kept clean, safe, and well organized
  - Orders supplies and materials to support staff, teachers and students
  - Oversees file management and records retention
- Other Duties as Assigned

**Supervisor:** Reports to the Board President and Executive Committee of the RALC Board of Directors.

**Education:** Bachelor’s degree in business, nonprofit management or a related field preferred. Will consider candidates with equivalent work experience.

**Skills and Experience:**

Required: Strong aptitude with Microsoft Word and Excel, comfortable working with online platforms/applications. Experience managing volunteers and/or employees (5 years preferred). Must be an effective communicator, especially with people of diverse cultural and educational backgrounds. Strong public speaker. Must be able to plan and organize effectively to meet RALC goals and manage budgets effectively. Well-organized self-starter who can manage multiple projects concurrently.

Nice to Have: Event planning, grant writing, Spanish fluency, and Salesforce experience

**Work Location:** 701 W. Beltline Rd. #C-100 Richardson 75080 (with some local travel in the community)

**Hours:** The executive director is a full-time, salaried manager and is expected to work 40 hours/week. The position includes occasional evening and weekend hours for Student Registration and RALC events. Included Holidays: Thanksgiving, RISD Winter Break, and RISD Spring Break. Summer months include work from home time, but do involve program planning and grant reporting obligations.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit at a computer for extended periods and participate in video on meetings. The employee must routinely lift and/or exert force of up to 20 pounds. This role requires the ability to travel and drive to meetings independently.

**Compensation:** Competitive salary, dependent on experience. There are no additional benefits provided.

**To Apply:** Submit a cover letter and resume via email by March 15 to ED Search Committee at [hiring@ralc.org](mailto: hiring@ralc.org).