



Job Title: Nonprofit Executive Director

Position:

As the Executive Director you will have the exciting opportunity to collaborate with staff and volunteers to provide adult literacy education to a diverse student population thereby creating a sense of community within the organization itself and making our community accessible to the individuals whose lives we enrich.

Organization Summary:

For nearly 50 years we have provided ESL and ABE English language literacy education to adults throughout central Massachusetts. Our students, many of them immigrants and refugees, come from various backgrounds and have different ability levels. With the help of 150 ESL volunteer tutors as well as some paid instructors we currently serve 600 members of the community.

Students are offered one-to-one tutoring, class instruction, conversation groups and individualized Rosetta Stone computer language lab opportunities. The English language proficiency we help our ESL students develop is essential to their ability to cope with daily life and plan for their future.

Responsibilities:

She/he has overall authority and responsibility for the operations, financial management, programmatic oversight, planning and management of staff. The Executive Director oversees communications including website and public relations/marketing efforts. The Executive Director also serves as primary ambassador to the broader community: raising funds; cultivating relationships with donors and community partners; representing the community we serve. The Executive Director is responsible for elevating the organization's profile through ongoing networking, cultivation of media contacts, and interaction with foundation representatives, academic leaders, nonprofit agency representatives, and community and business leaders.

Qualifications:

- Bachelor's or higher preferred; at least 2 years' experience as Nonprofit Executive Director or 5 years' experience in another leadership role.
- Revenue Generation: Grant proposal management & writing, corporate & individual solicitations
- Management: Ability to foster teamwork & develop employees, internal database management.
- Financial Acumen: Exposure to Quickbooks preferred, payroll administration.
- Communication: Public speaking, excellent written & oral communication skills.

Diversity and Inclusion

LVGW policy is not to discriminate against any employee or applicant for employment because of sex, religion, race, color, national origin, disability, veteran's status, familial status, sexual orientation, or age for hiring, promotion and terms and conditions of employment. LVGW shall provide employment, compensation, training, promotions, upgrading and other terms and conditions of employment to qualified individuals, including veterans, without regard to race, color, religion, sex, age, physical handicap, national origin or, except as required or authorized by law, citizenship status. LVGW shall take affirmative action, if appropriate, in the employment of females, minorities, disabled veterans, veterans and the physically and mentally handicapped.

This policy extends to volunteers and other members of the LVGW community.

Employment Details & Benefits:

- Full-time exempt (35 hours weekly)
- Weekdays with occasional evening or weekend hours
- Salary: \$50k commensurate with experience
- Benefits include 11 paid holidays, vacation, personal and sick time.
- Reports to Board President and meets with the Board of Directors monthly.

Contact Information

To express your interest, please submit your resume to Board@LVGW.org