



EXECUTIVE DIRECTOR JOB DESCRIPTION

ORGANIZATION DESCRIPTION

Literacy Volunteers of South Central Massachusetts (LVSCM), a small nonprofit organization established in 1973, provides free, individualized and confidential tutoring to adults in basic reading and writing, and English to Speakers of Other Languages (ESOL). Tutoring is provided by professionally trained and supported volunteer tutors. LVSCM is committed to providing services to adults with respect and sensitivity to their needs. The organization is an affiliate of Literacy Volunteers of Massachusetts (LVM), the state's leading provider of basic literacy and ESOL tutoring for adults with a network of twelve programs across the state that serve approximately 1,000 adults annually. LVSCM is located in Southbridge, MA.

POSITION SUMMARY

LVSCM seeks an energetic, individual with the vision, creativity and strategic acumen to lead the organization. The ideal candidate for this position will have excellent communication skills, a mature interpersonal style, a positive and enthusiastic attitude and a sense of humor. The candidate must be able to exercise excellent judgment and discretion with confidential and/or sensitive materials, provide exceptional customer service, be a resourceful problem-solver and be compassionate and respectful towards others in all interactions. We are seeking a dedicated person who sees the LVSCM mission of helping others as a vocation more than a job.

The following is a summary of the major responsibilities in the areas of marketing and community outreach, program services, fund development, administration and finance, and organization and board development.

SUMMARY OF MAJOR RESPONSIBILITIES

Marketing and community outreach

- Promote public awareness of the organization, and adult literacy and ESOL needs in the communities served by LVSCM to increase visibility, student/tutor recruitment, board recruitment and fundraising.
- Establish and nurture collaborative relationships with libraries, organizations, agencies, community leaders and others to further the mission of LVSCM.

Program services

- Implement activities that will ensure meeting annual goals for the number of students served, hours of instruction provided and student progress as measured by grantors, the Board of Directors and LVM.
- Develop new initiatives to meet the needs of enrolled students and tutors as well as prospective students and tutors in the community.

Fund development

- In collaboration with the Board of Directors, raise revenue to meet the financial goals of the organization and ensure sufficient funds to implement program services.
- In collaboration with the Board of Directors, execute various fund development strategies such as grant writing, an annual appeal and special events.

Administration and finance

- In collaboration with the Board of Directors, especially the Finance Committee and Treasurer, submit an annual budget and regular financial statements to the Board for approval.
- Work with the organization's CPA and Treasurer to prepare to oversee all expenditures, maintain accurate financial records, and file year-end federal and state returns in a timely manner. Submit the annual report to the Secretary of State.
- Maintain accurate payroll records and ensure proper payroll tax deposits and filings.
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- Hire staff for positions approved in the organization's annual budget, supervise and train staff, and provide opportunities for professional development.

Organization and board development

- In collaboration with the Board of Directors, assess organizational and board need; recruit, interview and recommend prospective candidates to join the Board; and assist in training new Board members.
- In collaboration with the Board of Directors, develop a vision, strategic plan and annual goals, and monitor progress.

- Provide timely information, materials and documents to the Board of Directors to assist them in making informed decisions and enable them to be effective program ambassadors in the community.
- Attend Board and committee meetings.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Possess a genuine interest in promoting adult literacy and compassion for the struggles of adult learners.
- Demonstrated excellent oral and written communication skills.
- Demonstrated ability to lead; strong analytical, decision-making, and problem-solving skills
- Demonstrated excellent organizational skills, attention to detail and ability to implement programs.
- Ability to work with diverse groups.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite or related software and use of internet.
- Willingness to work flexible hours, some evenings and weekends occasionally required.
- Travel required; must have access to reliable transportation.

ADDITIONAL PREFERRED QUALIFICATIONS

- Experience in adult education, literacy, ESOL, nonprofit management or volunteer programs desirable.
- Intermediate proficiency in a second language desirable.
- Social media (Constant Contact, Twitter, Facebook, LinkedIn) and web site management desirable.

COMPENSATION

Position is part-time for 32 hours per week for 52 weeks per year. Hourly rate ranges from \$23.60/hour to \$26.00/hour commensurate with experience.

HOW TO APPLY AND DEADLINE:

Email resume and cover letter to litvolma@aol.com with LVSCM Executive Director Search in the subject line. Review of applications will begin May 21, 2021. Applications will be accepted until the position is filled.