

READ Polk Executive Director

- Organization:** READ Polk, a non-profit coalition of volunteers from business and the community who are dedicated to improving adult literacy through individual instruction
- Position:** Executive Director (part time, up to 20 hours per week)
- Reports to:** READ Polk Board of Directors, directly to READ Polk President and Executive Committee
- Work Location:** Home
- Job Description:** To ensure the growth of READ Polk through developing and managing organizational structures and operational funding. Responsibilities are detailed below, may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Council Support

- coordinate student recruitment
- coordinate tutor recruitment and training
- identify resources for technical assistance when needed by councils
- collect monthly service reports and compile data

Board Development

- recruit and retain members of the Board
- provide support to Board committees
- plan and prepare for monthly Board meetings; provide Director's report at meeting

Communications and Public Relations

- work with business and community groups to establish literacy training and recruiting opportunities throughout Polk County
- lead READ Polk's internal and external communication efforts
- make community presentations to raise awareness of READ Polk and individual literacy councils
- develop and maintain a PR campaign to raise public awareness
- maintain READ Polk website

Fund Development

- organize annual fundraising campaign and any fundraising events to raise funds to support READ Polk initiatives i.e. providing opportunities to the councils and raise funds to support the Executive Director's salary
- seek out and complete grant making activities
- comply with grant commitments including evaluations and financial accountability

Knowledge and Skills: must have excellent oral and written skills, considerable organizational skills, computer skills including Microsoft Word, Excel and PowerPoint, be self-motivated and able to do public speaking

Training and Experience: Bachelor's Degree or equivalent experience in fundraising and or non-profit management preferred. Prior experience working with the business community and fundraising and grant making a plus.

Physical Requirements: Exerting up to 20 pounds of force occasionally, exert up to 10 pounds as frequently needed to move objects.

Pay: \$15-\$20 an hour depending on experience