

## THE LITERACY CENTER

### EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director serves at the pleasure and direction of the Board of Directors and is the face of the organization to the community. The duties include, but may not be limited, to the following:

#### BOARD SUPPORT:

- Supports the Board Chair and committee chairs in preparations for meetings, retreats, and planning sessions
- Recommends appropriate policy changes, help the board identify areas of strategic focus
- Support Board Finance/Fund Development, Governance committee, personally or by assigning volunteers
- Communicate regularly with Board Chair providing adequate information to inform board decision-making and alerting Chair to emerging or emergency issues
- Ensure Board is aware of programs and services offered by TLC, their cost and impact
- Actively support development of Strategic Plan, help shape goals and objectives and secure staff support
- Actively support annual board retreat, provide facilitation, training and orientation of new members

#### FUNDRAISING:

- Identifies, develops and achieves diverse funding sources
- Prepares an annual fund development plan that addresses organizational objectives
- Strengthens and maintains all funding relationship
- Oversees all donor database management
- Lead volunteer committees for each special event, solicit sponsorships, media support, and all other promotional activity
- Research and identify new grant opportunities and meet deadlines and application requirements of existing grant and foundation funding sources
- Meet all reporting requirements of grant awards and support grantor site visits

#### EXTERNAL RELATIONSHIP/PUBLIC RELATIONS/MARKETING:

- Achieves and maintains public awareness and understanding of TLC's brand, programs, services and achievements
- Promotion of a directed communications plan and personal participation in community affairs
- Outreach to other organizations for partnerships and crosspollination of programs, events, etc.
- Consistent messaging via electronic newsletter, social media, annual report and mailings when necessary

#### FINANCIAL MANAGEMENT:

- Oversee timely development of annual budget
- Operate within board-approved budget and adhere to board-approved financial policies and governing regulatory agency policies
- Coordinate annual audit and Form 990 filing
- Maintain Guide Star profile via the Community Foundation of the Lowcountry

**PROGRAM MANAGEMENT:**

- Identify and prioritize programs/services needs within the area of service
- Directs program development and implementation, establish performance standards, evaluate performance and take required corrective action.
- Supervise and support program managers to increase Tutor recruitment and improve student performance
- Ensure all TLC learning centers operate in a similar manner with regard to schedules, programs, financial reporting, policies and procedures
- Adhere to board-approved personnel policies and state law
- Organize for results, within budgetary restrictions; retain, motivate, develop and recognize paid and unpaid staff

**PROFESSIONAL DEVELOPMENT:**

- Participate within budget allowances in professional development opportunities to advance knowledge and skills contained in the Executive Director job description and deemed necessary to achieve TLC objectives