

Executive Director – Literacy Lubbock

Literacy Lubbock, a nonprofit organization dedicated to building a more literate community, is seeking a dynamic, mission-driven Executive Director to lead the organization. This is a unique opportunity to guide impactful adult education, GED preparation, ESL instruction, and family literacy programs that change lives across the Lubbock community.

About Literacy Lubbock

Literacy Lubbock has served the community since 1989, providing free literacy services to adults and families. Our programs include Adult Basic Education, GED preparation, English as a Second Language (ESL), and early childhood literacy initiatives. We are committed to empowering individuals through education and creating pathways to opportunity.

Position Overview

The Executive Director is responsible for the overall leadership, strategic direction, financial health, and daily operations of Literacy Lubbock. This includes program oversight, fundraising, community engagement, staff supervision, and board collaboration.

Key Responsibilities

- Oversee all programs, ensuring quality and measurable outcomes
- Lead fundraising efforts, including grants, sponsorships, and community partnerships
- Manage organizational budget and financial reporting
- Support and supervise staff and volunteers
- Work closely with the Board of Directors on governance and strategic planning
- Build and maintain strong relationships with community partners and stakeholders
- Serve as the public face of Literacy Lubbock in the community

Qualifications

- Leadership experience in nonprofit management
- Strong background in fundraising, grant writing, and donor relations
- Experience managing budgets and organizational operations
- Excellent communication and relationship-building skills
- Ability to lead collaboratively and strategically

Preferred Skills

- Experience in adult education
- Knowledge of grant-funded programs and reporting requirements
- Experience working with volunteers and community-based organizations
- Proficiency in database entry, data tracking, and information management systems

Interested candidates should submit a resume and cover letter detailing their experience and education to julie@literacylubbock.org