



Northern Nevada Literacy Council seeks Executive Director

This outstanding community-based, non-profit school for adult learners is seeking an executive director who wants to improve the lives of adults who lack a high school diploma as well as adults who want to improve their job skills. This rewarding position requires a person with experience in grant writing and administration and managing staff.

This is a full time, exempt position. Anyone interested in applying should send their resume to Director@nnlc.org by Monday, April 15, 2019.

Classification: Full time, exempt

Position: Reporting to the board of directors, the executive director is responsible for the execution of NNLC's mission through the overall strategic and operational functions. The executive director will have a deep knowledge of the field, core programs, operations and business plan.

Responsibilities:

Leadership and Management

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fund raising, communications and systems.
- Recommends timelines and resources to achieve NNLC's strategic objectives.
- Actively engages board members, volunteers, partnering organizations and funders in collaborating to achieve NNLC's strategic objectives.
- Develops, maintains and supports a strong board of directors; serves as ex-official member of the board and appropriate committees.
- Works to build board involvement with the strategic direction of the organization
- Leads, coaches, develops and retains NNLC's staff, both paid and volunteer.
- Ensures programs are regularly evaluated and results reported to the board, funders and other constituents.

Fund Development and Communication

- Seeks to develop and nurture both private and public funding sources that support existing programs.
- Seeks and obtains new sources of funding to expand existing programs and develop new programs as identified to benefit NNLC's clients.
- Manages all aspects of the communication plan with the purpose of strengthening the NNLC brand.
- Be visible in the community's key organizations as one means of nurturing new sources of funding and strengthening existing partnerships.

Planning and New Business

- Review the business plan monthly with staff to evaluate progress and adjust as needed. Report quarterly progress and/or challenges to the board to seek input.
- Build new partnerships that enhance NNLC's sustainability.
- Engage the board in seeking and nurturing new relationships that benefit NNLC's programs and services.
- Represent NNLC as a public speaker and spokesperson.

Qualifications:

The executive director will have a proven track record in leadership, coaching and relationship management. Demonstrable experience and educational qualifications include:

- Ideally, an advanced degree in business management, related field or at least 10 years of senior management experience with a nonprofit organization.
- Experience working with nonprofit boards of directors and volunteers.
- Experience managing a staff of at least 7 individuals with varying roles.
- Experience working in a multicultural environment.
- Strong, proven marketing, public relations and fund development experience with the desire and ability to engage a wide range of stakeholders and cultures.
- Ability to provide positive, outstanding customer service.
- Ability to maintain confidentiality.
- Ability to interact positively with a variety of personalities and socio-economic populations.
- Ability to maintain excellent communication with community stakeholders, partners, staff and students.
- Ability to work in a team environment and provide support to fellow team members is essential.

Northern Nevada Literacy Council is an Equal Opportunity Employer. We respect and seek to empower each individual and support diverse cultures, perspectives, skills and experiences within our workforce.

Helping adult learners achieve their educational and career goals.

The Northern Nevada Literacy Council (NNLC) was founded in 1978 and incorporated in 1983. We are a 501(c)3 community-based, nonprofit organization dedicated to helping adult learners complete and achieve further goals in education. NNLC provides free classes to adults who want to complete their Certificate of High School Equivalency (HSE, formerly known as the GED), as well as free English as a Second Language (ESL) classes and free Citizenship classes to foreign-born adults.

Last year, over 120 NNLC students graduated with their HSE certificates. NNLC exceeds the state by students who enter and retain employment. NNLC also exceeds the state of Nevada almost three times by how many students transitioned into post-secondary education or training.