



**An Invitation to Apply for the Position of  
Executive Director of  
Literacy Services of Indian River County**

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Position Title:	Executive Director of Literacy Services of Indian River County
Employed by:	Literacy Services of Indian River County, Inc.
Responsible to:	Board of Directors of Literacy Services of Indian River County
Status:	Full-time, exempt
Purpose:	Develop and implement the goals, objectives, and strategies defined in the Literacy Services of Indian River County Strategic Plan to ensure the end of generational illiteracy in Indian River County.
To apply:	Please send cover letter, resume, salary requirements, along with a one page personal position statement based on the Executive Director Competencies section of the invitation to apply to <a href="mailto:literacy_verobeach@hotmail.com">literacy_verobeach@hotmail.com</a> by October 31, 2017.

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**THE SEARCH**

Literacy Services of Indian River County (LSIRC) is searching for an experienced and motivated Executive Director to lead the organization through sound strategic planning, purposeful visioning, and thoughtful growth. The Executive Director will need to work collaboratively with the Board of Directors on strategies and goals that support the mission of LSIRC. The LSIRC Board is looking to build upon the success of the last 46 years with the help of a dynamic and motivated leader.

**BACKGROUND**

Literacy Services of Indian River County, Inc. is a not-for-profit 501 (c)(3) United Way agency partner, with a current annual operating budget of approximately \$225,000. The mission of LSIRC is to provide quality literacy tutoring to local adults so they and their family can become more contributing members of the community because of improved literacy skills. Since 1971, LSIRC has provided free, confidential

one-on-one literacy tutoring for adults in Indian River County. The students we serve achieve goals such as learning to read, helping their children with schoolwork, reading a note from a child's teacher, writing a check, obtaining citizenship, getting a driver's license, and improving their employment.

Adult literacy and state literacy surveys completed in 1992 indicated that one out of five Indian River County adults is considered functionally illiterate. The 2003 report reached similar conclusions. The adults identified in the above-mentioned surveys are not able to read and/or speak English well enough to fill out a simple job application, understand written instructions, or even follow a map.

The Bureau of Census in "Model-Based Income and Poverty Estimates for Florida" indicated that children with parents that lack a high school diploma are twice as likely to live in poverty. According to the nationally recognized advocacy organization, ProLiteracy, relying on data provided by the National Bureau of Economic Research (NBER), a child of a parent with low literacy levels has a 72% chance of being at the lowest reading level themselves. In order to end generational illiteracy in our community, the literacy levels of parents and adults must be addressed.

LSIRC is searching for an Executive Director to lead the organization in its accomplishment of the vision to end generational illiteracy in Indian River County in collaboration with the Board of Directors through strategic planning, visioning, and resource development.

### **EXECUTIVE DIRECTOR COMPETENCIES**

#### Leadership

- Demonstrates a clear understanding of the vision and mission of LSIRC, and is able to confidently focus others (staff, board, volunteers) on the organization's priorities
- Is able to clearly discern and articulate the relevant issues to the Board, and provide the required background and education to support their decision-making; similarly, is able to communicate the impact of board activity and decisions to LSIRC employees to facilitate internal alignment
- Provides strong mentorship to employees; is able to clearly establish performance goals, monitor progress, and coach employees to a high standard by providing the performance feedback and recognition that is important to their success, engagement and retention
- Demonstrates strong listening skills; is able to create an inclusive environment by actively soliciting and valuing others' opinions
- Is able to tailor their leadership style depending on the audience or situation; is able to respond quickly and decisively in crisis situations
- Demonstrates the ability to assess others' (employees, board, stakeholders) strengths and interests and leverage their unique talents
- Demonstrates the ability to be a self-starter, and can effectively motivate others to strategize and then take action to progress the organization's mission

#### Optimistic Drive

- Demonstrates optimism, focus and tenacity especially in challenging situations; focuses on finding solutions to challenges
- Learns from, and is not discouraged, by failures
- Exercises sound judgment to determine "right" priorities, recognizing that compromise is a part of all successes

- Is willing to seek help from others (peers, board, staff, mentors) to resolve problems and challenges, e.g. develops a network of informal, trusted advisors both inside and outside the agency

### Strategic Thinking

- Demonstrates a strong vision of the possibilities for LSIRC
- Demonstrates a strong understanding of current and emerging community needs, and the on-going sustainability of current programs to meet these needs
- Is able to critically analyze the past impact and sustainability of current programs in context of the changing external environment
- Actively seeks external partners to create new opportunities that are aligned with LSIRC's vision to end generational illiteracy
- Recognizes the value of engaging with local partners who are willing to integrate with the mission of LSIRC
- Demonstrates the ability to be flexible with strategic plans and goals as the environment for funding and program structures change over time

### Relationships and Public Relations

- Demonstrates a passion for adult literacy; easily engages people through their positivity and visibility in the community
- Is able to clearly articulate (both in writing and speaking) a compelling reason to support LSIRC, and provide evidence of outcomes
- Actively networks; continuously renews and builds relationships that creates opportunities for LSIRC
- Demonstrates political astuteness in crafting and delivering the appropriate message to each audience
- Demonstrates honesty, integrity, accountability and appropriate transparency in all relationships

### Operational Excellence

- Demonstrates the ability to oversee and support the development, design, and delivery of program initiatives, assuring goals and objectives are aligned with LSIRC's strategic plan
- Establishes, monitors, and enforces high quality standards to maintain professional communication with the organization's constituents (board, staff, donors, community partners)
- Demonstrates the ability to translate strategy into implementation plans
- Demonstrates a sound knowledge of the policies, legislation, and practices that govern LSIRC, and is able to communicate and apply them to minimize risk to the agency
- Demonstrates a thorough understanding of all aspects of Human Resources; is able to make tough decisions based on sound rationale and consistent philosophy
- Demonstrates an understanding of how to develop and interpret budgets
- Demonstrates resourcefulness and fiscal responsibility in deploying LSIRC funds
- Maintains thorough and up to date knowledge of most recent technical resources
- Demonstrates the ability to keep well-organized files related to day-to-day operations of LSIRC
- Demonstrates the ability to maintain confidentiality in all aspects of the job

### Education and Experience

- Minimum of a bachelor's degree, ideally with a related master's degree or certification
- At least 5 years of professional experience
- At least 3 years of non-profit management experience with a proven track record of effectively leading a community based program

### **COMPENSATION AND COMMITMENT**

Compensation will be both competitive and commensurate with the successful candidate's experience.