



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

*Does working to eradicate poverty and changing lives sound like a great way to spend your days? If so, working with Reading Village might be just the ticket. We're a 10 year old nonprofit with our founding Executive Director transitioning out of her role creating space for a new leader to help take us to the next stage of our growth. Here's who we are and what we're looking for.*

### **WHO WE ARE**

With an office currently located Boulder, CO, Reading Village was founded in 2007. We are a dynamic and growing organization that works in indigenous Mayan villages in Guatemala. We leverage education, leadership and literacy to accomplish our mission: empowering Mayan youth to eradicate illiteracy and lead their communities out of poverty.

### **WHAT IS THE ROLE?**

Title: Executive Director  
Location: Boulder or Denver, Colorado  
Start date: May 2016  
Salary: \$60,000

### **WHAT DOES IT INVOLVE?**

The Executive Director of Reading Village serves as the chief executive officer of the organization, and reports to the Board of Directors. Responsibilities include the management of the organization and its staff in the US and Guatemala; leadership for the fund development effort of the organization; oversight of fiscal operations, including the development of budgets; implementation of board decisions regarding organizational policies and procedures, long-range planning; and direct oversight for the day-to-day operations in the US office.

## **DETAIL OF YOUR DAY TO DAY**

The major function of the position is to set the vision, manage the overall operations of the organization, and secure ongoing funding to meet current obligations and future growth of programs. The Executive Director is responsible for hiring, management, evaluation, release, and/or retention of staff in the US and Guatemala. The Executive Director has 3 direct reports - a development manager and an administrative assistant in the US office and a country director in Guatemala. Below is a detailed list of responsibilities associated with this role:

### **Fund Development and Communications**

- Strategically lead and expand Reading Village's fundraising and communication efforts to an increasingly diversified scale to maximize impact.
- Be the primary relationship manager of Reading Village's major donors.
- Develop and oversee the execution of Reading Village's annual fundraising plan.
- Represent Reading Village at the highest levels as its primary spokesperson.
- Oversee the development of a social media driven fundraising strategy to expand our donor base.
- Identify innovative relationships that further the organization's mission. Foster and maintain strategic partnerships with like-minded organizations and individuals.

### **Leadership, Administration and Management**

- Develop, maintain, and support an active board of directors.
- Lead, coach, and develop Reading Village's US staff and Guatemala Country Director. Promote a positive organizational culture in accordance with Reading Village's core values.
- Actively engage Reading Village's staff, investors, volunteers, board members, and partner organizations.
- Ensure compliance with all federal, state, and local laws. Advise the board on matters of policy, and provide information and reports to the board on operation of the organization.
- Ensure effective administration of the organization's budget and the establishment of controls to safeguard the organization's assets.
- Establish and improve administrative systems to support all operations of the organization.
- Ensure effective systems to track progress towards strategic objectives so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Set goals and conduct performance reviews for direct reports.

## **WHAT DO YOU NEED TO BRING?**

- Fully embrace the mission of Reading Village and be contagiously passionate about the power of literacy as a catalyst to change the world.
- Advanced degree, ideally an MBA, with at least 5 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Spanish language proficiency
- Experience in international development preferred
- A strong track record of using digital tools and social media for fundraising.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a board of directors, with the ability to cultivate existing and new board member relationships
- Strong track record of developing and executing strategies to widen fundraising circles, individual investors in particular
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning

## **HOW TO APPLY:**

To apply, please email a cover letter and resume by March 31, 2017 to [kevin@readingvillage.org](mailto:kevin@readingvillage.org).  
No phone calls please.