



POSITION: Executive Director

LOCATION: Chicago

DATE: June 25, 2018

Position Summary

Literature for All of Us seeks new leadership to guide the organization. The founding Executive Director has retired after 21 years of dedicated service. The new leader will continue the impactful work to date by this award winning literary arts organization dedicated to trauma-informed socio-emotional learning. The new Executive Director will engage with board members, volunteers, donors and community members in delivering the message of the organization. Reporting to the Board of Directors, this new leader will ensure smooth operations in all areas, including fundraising, staff development and oversight, financial management, marketing and public relations, and will successfully carry out the components of our strategic plan.

Our Mission, Vision and Values

- Mission Statement:
 - Literature for All of Us uses books and writing to facilitate circles of connection, healing and growth in the face of social inequity. By inviting participants to explore the transformative power of their own voices, we help build resilience.

- Vision:
 - We envision a world where everyone, regardless of race, class, culture, or gender identity, has opportunities to access their voices, embrace meaning in their lives and imagine possibilities for their futures.

- We value:
 - Literature as a means to make connections and discover strength and meaning in our lives
 - Writing as a way to access our voices, share our stories, and free our imaginations
 - Shared learning and dialogue in safe environments of mutual respect
 - The inherent and collective strengths of individuals, families, and communities
 - Equity and social justice

Primary Duties and Responsibilities

- Hire, train and supervise administrative staff. In conjunction with the Board of Directors, ensure adequate staffing plans for all areas.
- Supervise Program Director in the areas of program development, implementation, and evaluation.
- Lead a comprehensive, yearround fundraising program. Manage and expand current activities in the areas of grants, corporate sponsorships, special events and individual donor campaigns, including expansion of major gifts. Supervise fund development staff. Develop overall fundraising plans and goals with the Board of Directors.

- Oversee financial management operations, including: supervising business manager and fund development staff; developing the annual operating budget for presentation to the Board of Directors; and monitoring revenue and expense, cash flow, and accounts receivable/payable on a monthly basis in collaboration with the Board Treasurer. Ensure the Board of Directors receives monthly financial statements and cash flow reports.
- Oversee the organization's marketing and public relations plans and coordinate board and staff activities in this area. Ensure consistent and accurate communication of our mission and activities, including fundraising events. Oversee use of all relevant media to reach potential supporters, including press, electronic media, social media, annual reports and collateral materials.
- Represent the organization and its mission at community and networking events.
- Present Director's Report of all organization activities at Board of Director meetings.
- Coordinate implementation of the organization's Strategic Plan.
- Develop, maintain and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement and partner with board leadership.

Qualifications

The ED will be thoroughly committed to the literacy mission of our organization. All candidates should have proven leadership and relationship management experience.

Specific requirements include:

- Master's Degree or equivalent, with at least three (3) years of senior management experience.
- Excellent fund-raising track record with the ability to continue cultivating current supporters and identify new prospects and avenues for development.
- Strong marketing and public relations background with the ability to engage a wide range of supporters.
- Budget management expertise.
- Past success working with a Board of Directors.
- Managed teams of at least 5-10 people
- Strong written and verbal communication skills: a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people, internally and externally.
- Strong interest in advancing vulnerable populations.
- Passion, integrity, positive attitude, mission-driven, and self-directed.

If you are interested in applying for this position, please send a cover letter with resume to:
Beth Uyenco, beth@literatureforallfus.org www.literatureforallfus.org