



# Literacy Minnesota

## President

St. Paul, MN



## About Literacy Minnesota

Literacy Minnesota (LM) is a not-for-profit organization providing literacy education to adults and children across the Twin Cities, nationally, and internationally. Committed to its core values of lifelong learning, individual dignity, equity & justice, and leadership & innovation, Literacy Minnesota provides access to literacy in order to build toward a more just and equitable society. Founded 50 years ago in a church basement, the organization has grown to include six local in-person learning centers offering free basic-skills literacy classes, training for more than 3000 tutors annually, an exceptionally innovative digital literacy program, and a longstanding partnership with AmeriCorps VISTA members.

*Mission: To share the power of learning through education, community building and advocacy.*

## Position

The Board of Directors is seeking an experienced and visionary leader who is passionate about Literacy Minnesota's mission of equipping all adults in functional literacy in order to navigate the workforce, advocate for oneself and the community, impact their children's academic achievement, improve access, and make pathways towards a more equitable society. The President of Literacy Minnesota will lead and collaborate with a talented staff and oversee a budget of \$5 million. The President will provide strategic direction to the organization, drive fundraising and revenue generation, manage and expand key stakeholder relationships and partnerships, and work tirelessly to advance the organization's mission locally and further afield.

The President will be an expert in leading a complex organization and have extensive experience developing, expanding, and implementing DEIB initiatives. The President will be a strong advocate for adult and family literacy, with a growing focus on the immigrant and refugee populations of the Twin Cities. This leader will be a creative thinker who will continue to build pathways for partnership and investment by representing the organization across public, private, philanthropic, and social sectors. The President will be a passionate, authentic voice in state and national conversations on the topic of literacy. The ideal candidate is an authentic and inspiring leader who manages with emotional intelligence and empathy, an innovative thinker with an entrepreneurial spirit who is skilled at growing programs, and a relationship-builder who seeks to develop and enhance the organization's role in the community and beyond.

## Responsibilities

### Vision and Strategy

- Manage and oversee Literacy Minnesota's strategic development, educational program growth, fundraising, financial management, community relations, personnel administration, facilities management, marketing, outreach and volunteer efforts, and external partnerships.
- Ensure that LM's vision and values are expressed in every aspect of the organization, including its culture, personnel, and programs.
- Renew or redesign LM's strategic plan, incorporating a focus on how the organization can achieve ambitious but specific goals.
- Together with the leadership team, build and maximize operational efficiencies, and implement streamlined systems to build a high-performance operation that well supports the program infrastructure and positions it for growth.

### Financial Sustainability and Growth

- Strategically plan, develop, and implement the ideal balance between direct services, remote services, and overall programming.
- Determine the appropriate long-term financial model for LM's future including the monetizing of Northstar and the development of additional programming.
- Explore local and national allies/supporters for LM's work.
- Examine current funding model and explore sources beyond grants including corporate partnerships, developing individual donor relationships, and foundation support.

### Diversity, Equity, and Inclusion

- Provide inspirational leadership with a focus on breaking down barriers caused by systemic racism to meaningfully impact the organization's culture and greater community.
- Evaluate, update, and promote continued agency-wide Intercultural Development Inventory, DEI trainings, and workplace climate survey and use data to update DEI strategic plan.
- Set specific goals to significantly impact Minnesota's underrepresented youth graduation rate and non-native English speaking literacy rate.
- Work to establish LM as a leader of equitable and inclusive workplace practices and culture.

### Leadership and Management

- Create, inspire, and promote an equitable and inclusive culture that supports open communication and collaboration.

- Manage a team of employees; provide empathetic leadership and development to all staff and amplify individual contributions through mentorship, strategic instruction, and management.

## Qualifications

The President will be a passionate and dedicated leader looking to maintain and elevate Literacy Minnesota's impact on the field of adult-based education. The ideal candidate will have:

- Strong leadership and management skills, including the ability to articulate an organizational vision; to manage the organization from both a macro and micro perspective; to be decisive and inclusive in the decision-making process; and to be proactive and employ critical thinking skills
- Exceptional interpersonal and oral/written communication skills and ability to interact comfortably with a wide range of constituents.
- Understanding of the complexity of the volunteer/professional relationship and a track record of success managing these relationships in an effective and supportive manner.
- Professional or significant personal experience with a direct service community-based nonprofit organization.
- Experience leading a similarly large and complex organization.
- Well-honed strategic and business planning skills, and the experience necessary for implementing strategic long-range and short-term plans
- Demonstrated success in thinking creatively to capture ideas that can be developed for fund development, grant strategies, relationship building, and/or foundation support.

## Key Competencies

- **Drives Vision & Purpose** – Painting a compelling picture of the vision and strategy that motivates others to action.
- **Communicates Effectively** – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Values Difference** – Recognizing the value that different perspectives and cultures bring to an organization.
- **Builds Networks** – Effectively building formal and informal relationship networks inside and outside the organization.
- **Drives Engagement** – Creating a climate where people are motivated to do their best to help the organization achieve its objectives.

- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.

## Benefits and Compensation

Compensation for this position is \$150,000. Literacy Minnesota also offers a comprehensive benefits package including medical, dental, and vision insurance and a 401(k) retirement plan. The position is full-time, exempt, and located in St. Paul, Minnesota.

This position description is based upon material provided by Literacy Minnesota, an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, orientations, and communities to apply.

To apply to this position, please click [HERE](#).

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“Make life-changing learning a reality for all.”