



Director of Literacy Services

Literacy Minnesota is seeking an individual for a full-time **Director of Literacy Services** position. This benefits-eligible position is 40 hours per week with most work taking place in the office.

Organizational Background: Literacy Minnesota is a nonprofit organization dedicated to sharing the power of learning through education, community building and advocacy. Our team provides direct services and strengthens literacy programs in Minnesota and beyond by providing training, national service resources and technical assistance to other organizations.

Position Overview: The **Director of Literacy Services** is responsible for overseeing the development, implementation and leading the innovation and growth of direct service literacy programs and initiatives. This includes overseeing the curriculum development, programmatic evaluation and operations of Open Door Learning Centers and family literacy programs, as well as satellite programs and online programs.

They will lead their department in the development of government grant proposals, ensure compliance with grants and contracts related to direct service, adult education programs as well as develop, manage and maintain partnerships that support or aid in the elimination of barriers to lifelong learning opportunities.

The Literacy Services Director will also partner with the development department on grant proposals, major gifts fundraising and agency events.

This position reports to the President and supervises the Senior Learning Center Manager, Senior Instructional Coordinator, and Early Literacy and Families Manager.

Work environment consists of a typical office environment. Time spent on the computer is approximately 40%. Travel: Ability to travel in metro area routinely and statewide occasionally; national travel as requested. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While we are conducting a nationwide search, the Director of Literacy Services must reside in the Twin Cities.

Specific responsibilities of the **Director of Literacy Services** include, but are not limited to:

Program Management and Oversight – 25%

- Provide leadership and oversight for adult literacy direct services, capacity-building services, family literacy and preschool programming.
- Maintain oversight of all contracts and grants related to adult literacy, family literacy and other direct service programs and initiatives and ensure compliance with all regulations and assurances as well as all Literacy MN policies and procedures.
- Manage and, when necessary, write and monitor the reporting and documentation required for all state, federal and foundation grants for ongoing programming and special projects.
- Oversee data tracking in relevant areas

Vision, Strategy and Entrepreneurial Leadership – 15%

- Develop departmental vision, annual goals and work plan, and ensure Adult Literacy, Family Literacy and all other direct services programming achieve the goals of Literacy Minnesota's strategic plan.
- Ensure that programmatic goals maximize the potential of impact to communities; work with program staff and key external stakeholders to ensure programs are meeting the stated goals while being responsive to the immediate needs of the communities being served.
- Participate in strategic planning while incorporating a focus on how the organization can achieve ambitious and goals as they relate to all direct service program offerings within the organization.
- Provide leadership in the development of new programs and initiatives by seeking out and identifying communities that are experiencing barriers to lifelong learning opportunities and advocating on their behalf.
- Create, monitor and execute annual plan for Literacy Minnesota's adult and family literacy programs while ensuring that are in line with the organization's strategic plan.
- Provide leadership in the development of new programs and initiatives by seeking out and identifying communities that are experiencing barriers to lifelong learning opportunities and advocating on their behalf.
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Human Resources Administration & Supervisory Oversight- 15%

- Participate in recruitment and hiring of staff. Seek out and encourage staff to participate in professional development opportunities, including conferences and training workshops.
- Supervise, coach and support two to four direct reports. Complete and conduct performance reviews and serve as back-up as needed.
- Serve as a problem-solving resource for departmental staff. Assist them in improving the quality of current programs and developing new programs and initiatives

Collaborative Leadership Practice (Internal & External)- 10%

- Serve as an executive team liaison on board committees as well as identifying and recommending other employees, learners, volunteers and other community members for committee membership.
- Attend and actively participate in bi-monthly board meetings as well as the annual board retreat.
- In collaboration with Director of Training and other external partners, ensure that volunteer and tutor training curriculum and resources are aligned with educational standards, programmatic vision, etc.

- Promote positive relationships and collaboration amongst program aligned stakeholders such as MN Department of Education, MN Department of Economic and Employee Development (DEED), other Adult Education and Family Literacy programs across the state and nationally.
- Support and collaborate with Communications Staff and other key collaborators in the organization, promotion and oversight of annual events and conferences that are hosted or co-hosted by Literacy MN.
- Engage and collaborate other executive leadership and members within other departments to inform organization-wide decisions and the planning/development of expanded programming.

Financial Oversight and Management [Budgeting, Accounting, Etc.] - 10%

- In collaboration with Director of Finance and Executive Leadership team, develop and closely monitor departmental budget that includes the Open Door Learning Centers, Family Literacy Programs and Initiatives, and all short term or long term partnerships involving direct services to communities.

Fostering a Practice of Equity Diversity and Inclusion - 10%

- Support organizational DEI goals by fostering inclusive environment, holding supervisees accountable for qualitative and quantitative DEI goals, and maintaining and achieving personal DEI goals.

Community Ambassadorship: Outreach, Communications & Marketing - 5%

- Attend agency-wide events, such as annual fundraiser and donor thank-you events and, as needed, speak publicly on behalf of the organization.
- Write articles and serve on editorial board for various publications.
- Explore, seek out and maintain relationships with local and national allies/supporters for LM's work.
- Advise on or seek out advice on questions regarding Literacy Minnesota services, literacy statistics and program development.

Individual/Institutional Philanthropy: Stewardship of Time, Talent, Treasure & Ties - 5%

- Together with the development department, maintain regular contact and build relationships with donors who support the mission of Literacy MN. Make solicitations when appropriate.
- Assist with soliciting sponsorship support for events and programs from corporations and foundations.

Additional duties - 5%

- Provide staffing support to team members as necessary, particularly during absences.
- Assist in five-year narrative writing process for St. Paul Community Literacy Consortium (SPCLC)

Qualifications for this position include:

Required Qualifications:

- Bachelor's Degree in nonprofit management, education or related field, Masters degree strongly preferred; minimum 8-10 years progressively responsible experience in program management and development.
- Valid drivers license and/or reliable transportation.

- Demonstrated DEI-focused management style, including helping supervisees and the organization achieve DEI goals.

Preferred Qualifications:

- Prior experience working in the field of Adult Basic Education strongly preferred.
- Two years of experience teaching or training adults.
- Three to five years of experience supervising professional staff.
- Prior experience advancing work in the areas of diversity, equity and inclusion strongly preferred.
- Strong planning and organizational skills.
- Demonstrated success in managing governmental contracts and grant-writing.
- Broad experience working with budgets and statistical data.
- Experience with public speaking and agency advocacy.
- Proficient in all standard computer software programs.
- Outstanding verbal, written, and interpersonal skills.
- Prior experience in other literacy-related endeavors and/or social causes a bonus.

Compensation: Starting pay rate between \$73,931-\$85,604 (commensurate with experience) and a generous benefits package.

To apply: Please email cover letter and resume with **Director of Literacy Services** in the subject line to hr@literacymn.org. This position is open until filled, with priority given to applications received by Friday, May 5.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**