



Job Title: Director of Children's Literacy Programs

Reports to: Executive Director

Status: Regular, Full-time, Exempt

ORGANIZATION AND MISSION

Literacy Connects is a 501(c)(3) non-profit organization with a mission of *connecting people of all ages to a world of opportunities through literacy and creative expression*. The core values that influence our organizational direction are **opportunity, creativity and imagination, collaborative relationships, joy, and transformational learning**. We seek people who are passionate, committed to the mission, adaptable, willing to take initiative, collaborative, and joyful. We are positive and always try to work from a place of gratitude.

POSITION SUMMARY

The Director of Children's Literacy Programs (CLP) is a creative, action-oriented, motivational leader who is highly committed to stewarding the evidence-based early literacy programs of Literacy Connects. Reading Seed, the flagship program of the CLP, helps kindergarten through 2nd graders in Title 1 schools claim their identity as readers while boosting third grade reading proficiency. Other areas of oversight included StoryPlay for children birth - five and the Literacy Connects Lending Library.

A critical responsibility of this position is serving as the strategic leader for Reading Seed's long-term growth and expansion. The Director champions and executes Reading Seed's 12-year expansion plan, developing the partnerships, infrastructure, staffing models, volunteer capacity, and operational systems necessary to significantly increase the program's reach and impact. The Director ensures that expansion efforts are data-driven, sustainable, and aligned with Literacy Connects' mission while maintaining high program quality and measurable student outcomes.

As a member of Literacy Connects' Executive Team, the CLP Director contributes to the organizational leadership and participates in the annual strategic session alongside the Board of Directors.

PRIMARY RESPONSIBILITIES

Program Duties

- Provide visionary leadership and accountability for the successful implementation of Reading Seed's 12-year expansion plan while maintaining program fidelity, quality, and impact.
- Serve as the official spokesperson for Literacy Connects' Children's Literacy Programs with volunteers, media, donors, and community and corporate leaders.
- Supervise and review all CLP staff members.
- Assure that program staff members receive adequate training and support to effectively implement their specific position responsibilities.
- In collaboration with the Program Team, identify and facilitate annual and quarterly goals using the EOS (Entrepreneurial Operating System) Model
- In conjunction with the Executive Director (ED), plan, implement, revise and evaluate all program models and projects.



- Develop key relationships with school leaders to position partnerships for success.
- Maintain and oversee partner applications, service contracts, MOU's and partner communication for effective delivery of program services.
- Develop and implement program evaluation, both internally and with external partners, to ensure program quality and site/volunteer satisfaction.
- Supervise the input and tracking of all relevant program data and outputs.
- Create, distribute, analyze and summarize outcome data for all program models.
- Build and cultivate relations with partnering businesses and serve on relevant community-based committees
- Oversee the development of the Reading Seed monthly newsletter and contribute to the monthly Literacy Connects general newsletter.
- Stay current on research, information, and developments in early childhood literacy and related fields and implement these into the program as appropriate.

Administrative Duties

- Participate as a member of the Literacy Connects Executive Team for program integration, evaluation of LC and its impacts, strategic planning, budgeting, events, and staff decisions.
- Create and monitor annual program budgets.
- Collaborate the Development Team with Grants Manager on request/reporting to ensure adequate funding for program sustainability.
- Implement policies and inform ED in a timely manner of programmatic issues that may impact the annual budget.
- Other duties as assigned.

QUALIFICATIONS

- College degree in education, reading, youth development, or related field.
- Minimum two years professional experience in non-profit management.
- Experience working with elementary schools and/or community-based literacy programs for children.
- Understanding of literacy development and its connection to individual achievement.
- Experience with data analysis, program evaluation, and managing budgets
- Ability to handle multiple deadlines and manage multiple projects.
- Proficiency with Microsoft Office programs, Google applications, Share Point, and database experience essential.
- Outstanding written and verbal communication skills.
- Ability to motivate, inspire, and support staff and volunteers
- Excellent team member with ability to be flexible and adaptable.

COMPENSATION

Literacy Connects offers a salary range of \$60,000 - \$70,000 based on education, experience, and commensurate with similar non-profits. This position includes a competitive benefits package holidays,



vacation and sick time. Occasional weekend and evening hours will be required. Some remote work is available.

Hours: Literacy Connects is open 9 am to 5 pm, Monday to Friday. Occasional weekend and evening hours will be required.

To Apply: Send cover letter and resume to: HumanResources@literacyconnects.org

Website: www.literacyconnects.org

NON-DISCRIMINATION POLICY

Literacy Connects is an equal opportunity employer and prohibits employment (be it as a volunteer or paid staff) discrimination based on race, color, sex, marital or familial status, sexual orientation, gender identity, age, religion, veteran status, national origin, ancestry or disability.

EQUITY, INCLUSION, AND DIVERSITY STATEMENT

As an organization that values equity and social justice, Literacy Connects strives to be a place where all feel welcome, regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. We work to champion social justice initiatives and advocate for our community, and to continue to grow as an organization and individuals. It is our diverse community that makes us who we are, and we stand against any and all discrimination, racism, and hatred.