



## **Raising Readers in Story County**

[raising-readers.org](http://raising-readers.org)

**EXECUTIVE DIRECTOR**

**POSITION DESCRIPTION**

### **ORGANIZATION SUMMARY**

Raising Readers in Story County (RRSC) is seeking a transformative and dedicated Executive Director to lead and ensure continuous improvement toward our absolutely critical mission.

RRSC, based in Ames, IA, is a grassroots nonprofit serving children and families in Story County with the mission “to improve language and literacy development in children from birth to age eight and nurture healthy parent-child relationships”. RRSC puts good books in the hands of children, educates and supports parents and caregivers, and collaborates with community partners. We go the extra mile to serve children living with risk factors in order to help maximize their potential.

RRSC is a founding member of Story County Reads and a member of the National Grade-Level Reading Campaign. RRSC has received numerous recognitions, including awards from national Reach Out and Read, The Library of Congress, Story County NAACP, and the national Grade-Level Reading Campaign.

### **PRIMARY RESPONSIBILITIES:**

---

The Executive Director (ED) serves as the chief executive of Raising Readers in Story County. Together, the Board of Directors (Board) and the ED ensure that RRSC successfully implements the mission, vision, and accountability of the organization to a diverse constituency and a variety of funding resources.

The ED reports to the Executive Committee of the Board. The Board delegates responsibility for management of day-to-day operations to the ED in accordance with the direction and policies established by the Board. The ED serves as a resource at Board meetings and for Board committees.

**ESSENTIAL JOB FUNCTIONS:**

---

- Vision and Mission
  - Assists the Board in development of a strategic plan.
  - Implements strategic goals and objectives of the organization according to the approved strategic plan.
  - Maintains an understanding of current implementation challenges and develops comprehensive solutions to address them.
  - Provides support to partner organizations to ensure compatibility with RRSC mission and goals.
  - Ensures the organization and its mission, programs, and activities are consistently presented in a strong positive image to the public and relevant stakeholders.
- Human Resource Management
  - Effectively manages the human resources of the organization according to approved personnel policies.
  - Directly oversees full and part-time staff, including recruitment, hiring, orienting, training, mentoring, evaluating, and recognizing.
  - Responsible for oversight of Team Leads and volunteers.
  - Anticipates and manages the flow of activities, communication, and coordination with and among staff and volunteers.
- Program Management
  - Works with the Board to design, evaluate, and select program offerings.
  - Oversees delivery of all RRSC programs.
  - Prepares and monitors data and impact information for all programs.
  - Provides program impact reports to funders and stakeholders.
- Financial Management and Fundraising
  - Manages organizational finances in a timely, accurate, and complete manner.
  - Recommends an annual budget for Board approval.
  - Prudently manages organizational resources within budget guidelines and in conformance to current laws and regulations.
  - Oversees annual audit process.
  - Oversees development activities for the organization, including donor relations and recognition.
  - Assists the Board in fundraising planning and implementation, including, but not limited to, identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting grant and funding proposals, and administering required fundraising records and documentation.

- Community Engagement
  - Acts as an advocate within private and public sectors of the community for issues relevant to RRSC.
  - Builds and maintains relationships with community partners.
  - Serves on area boards and committees related to literacy.
  - Develops and implements a plan for marketing and promotion of RRSC, including community presentations, social media, website, and publications.
  - Ensures coverage of RRSC activities throughout Story County.
  - Provides leadership in children’s literacy advocacy, programs, and activities in Story County.
  - Organizes outreach with community partners, including following-up as needed.
  - Travels as needed within Story County, Iowa, to engage with constituents.
- Other Duties as Assigned

#### **DEMONSTRATED QUALIFICATIONS:**

---

- A Bachelor’s degree is required. Preference may be given for a degree in a field related to early literacy, education, child development, public health, or social science. Preference may be given for advanced degrees in a relevant field.
- Superb people skills with the ability to build effective relationships with a range of stakeholders is required.
- Grant writing and management experience is required.
- Proficiency with technology, Google Workspace or Microsoft Office suite, and databases such as DonorPerfect is required.
- Experience leading, managing, and marketing a not-for-profit organization is strongly preferred.
- Superb organizational skills, including the ability to manage multiple responsibilities simultaneously, set priorities, meet deadlines, and respond quickly to requests for information and assistance.
- Knowledge of birth to age 8 literacy needs is strongly preferred.
- Exceptionally high personal and professional integrity.
- Commitment to professional development and lifelong learning.
- Strong commitment to diversity, inclusion, and equity.
- Human resource management experience is preferred.
- Ability to fulfill an exempt, full-time schedule requiring some flexibility to attend evening and weekend events.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

---

- Strong fiscal management skills.
- Strong analytical and problem solving skills.
- Excellent written and verbal communication and presentation skills.

- Ability to lead and manage others.
- Ability to use data and research to drive and inform decision-making.
- Ability to maintain confidentiality of all internal materials and information.
- Ability to work autonomously or collaboratively as the situation demands.
- Ability to work in a fast-paced, evolving environment.
- Ability to be highly detail oriented.
- Ability to be flexible and creative.
- Ability to tolerate ambiguity.

#### **PHYSICAL AND WORK ENVIRONMENT CHARACTERISTICS:**

---

##### Speech Requirements:

Ability to express or exchange ideas by means of the spoken word. Ability to speak in a pleasant, well controlled voice to exchange information and answer questions. Ability to convey detailed or important spoken instructions to other workers accurately, loudly or quickly.

##### Vision Requirements:

The minimum standard for those whose work deals largely with preparing and analyzing data and figures and the use of a computer terminal.

##### Hearing Requirements:

Ability to listen attentively for phone calls, co-worker, and customer communication. Ability to receive detailed information through oral communication.

##### Physical Activity Requirements:

Predominantly sedentary work that involves sitting or standing with occasional lifting and carrying of objects up to 20 pounds. Other aspects of work require kneeling, crouching, stooping, grasping, and finger dexterity.

##### Working Conditions:

Primarily an office environment. The worker is not substantially exposed to adverse environmental conditions. Must be able to work under stressful situations and time constraints.

#### **COMPENSATION AND BENEFITS:**

---

Raising Readers in Story County offers a competitive compensation package, commensurate with experience and qualifications. Health insurance is included as well as a voluntary retirement savings plan (SEP IRA) and paid time away.

**TO APPLY:**

---

Interested applicants should submit a cover letter, resume, response to the supplemental question, and three professional references to RRSCsearch@gmail.com. Applications will be accepted until the position is filled. Initial review of applications will begin on August 15, 2022.

**Supplemental Question:**

Describe your experience with leading others in implementing an audacious goal.

Raising Readers in Story County is an Equal Opportunity Employer, welcoming people to flourish in an open and inclusive work environment. A diverse pool of candidates is welcomed and encouraged.

Any offer of employment at Raising Readers of Story County is conditioned upon passing a pre-employment criminal background check.