

JOB LISTING & POSITION DESCRIPTION

Name of Organization Oklahoma City Metro Literacy Coalition

Title Executive Director

Location Oklahoma City, Oklahoma

Position Reports To Executive Director reports to the Board of Directors

Organization Overview The mission of the OKC Metro Literacy Coalition is to lead a collaboration of literacy providers and supporters in order to strengthen services and present a united voice for literacy in metropolitan Oklahoma City. The following community stakeholders should be members of the Coalition: adult learners, business community, chambers of commerce, child care providers, civic organizations, community-based organizations, correctional institutions, faith-based organizations, funders, health care providers, institutes of higher education, literacy providers, local government, local media, other community-based coalitions, school districts, state adult education partners, vocational training organizations, and workforce investment boards.

The OKC Metro Literacy Coalition's objectives are:

1. To make it easy for learners and volunteers to navigate the complex network of literacy services
2. To help OKC area literacy providers better communicate with one another to avoid redundancy and overlap, to develop partnerships when appropriate, and to learn from each other's successes and challenges and from other literacy-related programs in the city and state
3. To support common needs of literacy agencies including a) gathering/disseminating data to guide programs and qualify for grants, b) identifying and supporting funding opportunities, and c) promoting the issue of literacy in metropolitan Oklahoma City

The OKC Metro Literacy Coalition was founded in 2007. At this time the Executive Director will be the only paid staff person. The Executive Director may work with independent contractors who provide communications/media management and grant writing support.

Position Description (key responsibilities/essential job functions)

- Serves as the face of the Oklahoma City Metro Literacy Coalition
- Responsible for the day-to-day business operations, administrative functions, and organizational development.
- Develops and maintains relationships with literacy providers (nonprofits, community-based programs, churches, volunteer reading tutors, school districts, after-school care, etc.), has an understanding of their programs and volunteer needs, and refers learners, volunteers, and other agencies to those providers
- Oversees GED testing fee scholarship program.
- Leads literacy Network Meetings to facilitate communication, share best practices, and develop partnerships between members.
- Promotes literacy issues and is a community advocate for literacy
- Recruits and retains members and partners of the coalition
- Plans and executes special event fundraiser(s) with team of volunteers
- Responsible for the cultivation and acknowledgment of donors
- Responsible for cultivation and management of grant funding
- Utilizes system for evaluating programs and measuring outcomes
- Assists board of directors in preparing for committee and board meetings

Position Qualifications (required education level & work experience)

- Bachelor's degree from an accredited college or university required
- Minimum 2 years of work experience with a nonprofit or related field required

- Event experience
- Demonstrated ability to manage revenue and expenses based on annual budget required
- Background in literacy, education, or English as a second language strongly preferred

Position Requirements (knowledge, skills, and behaviors required to perform essential job functions)

- Able to work independently, take initiative, and think critically and with foresight
- Strong organizational skills: ability to develop work plans, handle multiple priorities, and meet deadlines
- Positive interpersonal skills
- Ability to effectively facilitate group planning and community collaborations, mediate differences of opinion, and move ideas into action
- Excellent oral and written communication skills and the ability to build rapport and communicate effectively with diverse audiences, including staff at other organizations, volunteers, funders, the business community, community leaders, and low literacy and English language learners
- Ability to secure sponsorships for annual fundraising event(s) and special projects
- Knowledge of Microsoft Office, Dropbox, QuickBooks, Facebook, Twitter, MailChimp, and WordPress is preferred
- Valid driver's license, reliable vehicle, auto insurance and ability to travel locally and out of area
- Must regularly lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Hours & Salary

Part-time (30 hours per week), \$25 per hour, flexible office hours within normal business hours (8:00 am-5:00 pm) and occasionally evenings.

To Apply Email cover letter, resume, and references to Board Chair, at info@okcreads.org.