



## Position Description Executive Director

**Position Title:** Executive Director

**Reports to:** AR Kids Read Board of Directors

### **Position Summary**

The Executive Director of AR Kids Read (AKR) is the leader and chief spokesperson for the organization. The Executive Director reports to and is accountable to the AKR Board of Directors. Primary responsibilities include strategic planning, administration of programs, staff oversight and direction, fundraising, and coordinating activities to fulfill the mission and purpose of AKR.

### **Qualifications**

**Education:** Bachelor's degree required, or equivalent combination of education and experience, with a preference for degrees in Public Administration, Education, Social Work or Business; MBA or master's degree in appropriate professional field a plus.

**Experience:** Minimum of three years leadership experience in program development and administration, social work or youth work. Must have demonstrated staff supervisory experience. Preferred experience working with or within public and private school districts. Proven ability to develop and manage a budget with knowledge of financial statements, budgeting and accounting procedures. Experience developing strategic plans and implementing tactical actions. Demonstration of developing community and donor relations. Previous leadership experience in a community agency or equivalent position. Volunteer service may be acceptable. Has served as an AKR reading tutor, or agrees to do so at the first opportunity after being hired.

### **Primary Responsibilities**

1. Chief spokesperson for the organization advocating in the community for the importance of early elementary literacy and efforts that support a positive impact on families. Represents the organization to the community and fosters a good relationship and image among the organization, its partners, school districts, and the general philanthropic community in central Arkansas.
2. Oversees development and implementation of fundraising plans to secure adequate funding, including preparing and supervising grant proposals. Actively fosters relationships with new donors and sustains relationships with existing donors, utilizing Board connections as appropriate. Provides leadership and daily oversight of strategies and operations for all fundraising activities including annual giving campaigns and special events.



3. Identifies ways to diversify the funding model. Manages the full cycle of donor relations, ensuring donors are appropriately cultivated, and solicitations are directly tied to each donor's passion area. Ensures donors are thanked adequately and are given opportunities for continuous giving.
4. Serves as the principal professional resource to the Board of Directors and key committees, assisting them in matters related to activities of AKR. Communicates regularly and openly with the Board. Creates a culture of partnership between the Board and staff based on genuine trust and respect for each others' contributions of time, talent and resources. Implements the policies established by the Board through administration of the organization and its activities. Participates in Board meetings by providing input, information and feedback as the organization's liaison.
5. Manages the operation of AKR including staff and programs. Directs staff by delegating responsibilities as necessary to effectively deliver program services offered by AKR including recruitment and placement of volunteers, training, and book delivery. Charged with hiring and developing employees and setting measurable goals for staff performance. Responsible for administering employee benefits, and handling other personnel matters. Develops, establishes and utilizes organizational performance measurement standards; reports results to Board and staff; and, makes necessary changes based on results.
6. Responsible for the development of effective relationships, training and support of volunteer tutors, tutor Partner organizations, participating schools and reading service providers, school districts, and professional literacy partner groups.
7. Responsible for the proper financial reporting and accounting of all AKR funds, including annual audited financial statements and tax returns. Develops and oversees AKR annual budget, financial procedures and internal controls for the protection of donor funds and organization assets.
8. Directs overall promotion, marketing, communication and coordination of the AKR brand, image and community relations programs in the communities served.
9. Actively supports and cooperates with board, staff, educational and community leaders to achieve organizational goals. Maintains confidentiality of all information.
10. Completes other duties as assigned by the Board of Directors.

### **Competencies, Knowledge, Skills and Ability**

1. Sincere personal dedication to the mission, vision and values of AR Kids Read.
2. Strong personal initiative. The ability to conceive, develop and complete tasks without everyday supervision. Ability to manage time and coordinate multiple tasks. Ability to work in a team environment.
3. High standards of personal integrity and professionalism.



4. Genuine respect for diverse opinions among colleagues and stakeholders with experience mediating situations where these conflicting views impact AR Kids Read's mission.
5. Experience and demonstrated ability to lead fundraising.
6. Superior verbal and written communication skills including the ability to communicate effectively with diverse individuals and groups.
7. Computer competency and proficiency in Windows/Microsoft Office.
8. Commitment, ability, and desire to build successful working relationships with a diverse range of individuals and institutions in a variety of environments.
9. Familiarity with the region's constituencies, programmatic needs, concerns, institutions, and community leaders.
10. Willingness and flexibility to engage in weekend and overnight programs on occasion.

Persons interested should send a resume along and a letter of interest to [arkidsreadcareers@gmail.com](mailto:arkidsreadcareers@gmail.com) with "Executive Director" in the subject line. Information concerning the organization can be found at [arkidsread.org](http://arkidsread.org).

All inquiries should be submitted by June 25, 2021. Resumes sent without the letter of interest will not be considered. Only applicants meeting the qualifications listed above will be contacted by the organization.