**Position description for Raising Readers in Wyoming Executive Director:**

The Executive Director, a part-time position (1/3 to ½ time), is the key management leader of Raising Readers. The position is designed to work remotely from a personal residence or the like. The Executive Director is responsible for overseeing the administration, programs, and strategic plans of the organization. Other essential duties include fundraising, marketing, and community outreach. Duties may include lifting 50lbs. The position reports directly to the Board of Directors through its Executive Committee.

**GENERAL RESPONSIBILITIES**

**Board Governance:** Works with the board to fulfill the organization's mission.

* Responsible for leading Raising Readers in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
* Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function correctly and to make informed decisions.

**Financial Performance and Viability:**Develop resources, with the assistance and

support of the Board of Directors, sufficient to ensure the financial health of the

organization.

* Responsible for fundraising and developing other revenues necessary to support Raising Readers' mission.
* Responsible for the fiscal integrity of Raising Readers, including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
* Responsible for fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization, and maintaining the organization's favorable financial position.

**Organization Mission and Strategy:** Responsible for guiding strategic planning to ensure that Raising Readers, with the Board of Directors, can successfully fulfill its mission now and in the future.

* Responsible for implementing Raising Readers programs that carry out the organization’s mission.
* Responsible for strategic planning to ensure that Raising Readers can successfully fulfill its Mission in the future.
* Responsible for the enhancement of Raising Readers' image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

**Organization Operations:**Oversees and implements appropriate resources to ensure the

organization's operations are appropriate.

* Responsible for the hiring and retention of competent, qualified staff as needed.
* Responsible for coordinating community volunteers to meet operational needs.
* Responsible for the effective administration of Raising Readers operations.
* Responsible for, in conjunction with the Executive Committee, signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Actual Job Responsibilities**

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions and fundraising and to increase the overall visibility of the organization.
2. Supervise and collaborate with organization staff.
3. Strategic planning and implementation.
4. Planning and operation of the annual budget.
5. Serve as Raising Readers' primary spokesperson to the organization’s constituents, the media, and the public.
6. Establish and maintain relationships with various organizations and utilize those relationships to enhance the Raising Readers Mission strategically.
7. Engage in fundraising and developing other revenues.
8. Oversee marketing and other communications efforts.
9. Oversee organization Board and committee meetings.
10. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
11. Review and submit to the Executive Committee all contracts for services.
12. Other duties as assigned by the Board of Directors.

**Professional Qualifications Needed**

* A bachelor’s degree or five years in a similar position.
* Transparent and high-integrity leadership.
* Five or more years of senior nonprofit management experience.
* Experience and skill in working with a Board of Directors.
* High-level strategic thinking and planning. Ability to envision and convey the organization’s strategic future to the staff, board, volunteers, and donors.
* Ability to effectively communicate the organization’s mission to donors, volunteers, and the overall community.
* Demonstrated ability to oversee and collaborate with staff.
* A history of successfully generating new revenue streams and improving financial results.
* Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
* Previous success in establishing relationships with individuals and organizations of influence, including funders, partner agencies, and volunteers.
* Solid organizational abilities, including planning, delegating, program development, and task facilitation.
* Strong financial management skills, including budget preparation, analysis, decision-making, and reporting.
* Strong written and oral communication skills.
* Strong public speaking ability.
* Strong work ethic with a high degree of energy.