

 **Job Description**

**Job Title:** Chief Executive Officer **Revised:** January 2021

**Reports To:** Board of Directors **Status:** Salaried, Full Time



 The following are the critical organizational leadership skills and traits the Board of Directors seeks in its Chief Executive Officer.

**Leadership Traits:**

The Board seeks a leader who can demonstrate the ability to create a culture of continuous quality improvement that uses data supported processes and procedures to drive a high level of student success and optimal organization performance. That leader needs to be strategic, visionary and collaborative and focused on the growth and well-being of the people we serve and the communities to which they belong. To that end, it is the Board's desire to have a leader who can demonstrate the following:

* Ability to keep mission and vision of SLD Read at the forefront.
* Ability to develop a cohesive and cooperative organization across all locations and between departments.
* Communicates effectively with the board and provides all information necessary for the Board to make informed decisions, in an accurate and timely manner.
* Excellent listening skills.
* Experience with geographically diverse nonprofit organizations.
* Ability to set limits and boundaries.
* Excellent oral and written communication skills.
* Ability to develop and promote teams.
* Provide leadership and information to Dyslexic individuals and their families.
* Ability to interact positively with the Board, staff, donors, outside agencies and partners and diverse client populations.

**Management Skills:**

The board seeks a leader with excellent management skills to coordinate four locations with approximately 75 staff members and over 400 students. Expertise in the following areas is crucial:

* Ability to restructure organizations.
* General management duties overseeing day-to-day operations of the organization.
* Expertise in data and data analysis.
* Apply innovative thinking and data driven analysis to support decision making.
* Ability to develop consistent and comprehensive forms across all locations.
* Experience in developing and upgrading information technology.
* Integrating the continuation of virtual programming and training.
* Ability to implement, monitor, and evaluate programming and communicate results.
* Responsible for the hiring, support, motivation, and retention of tutors and staff.
* Establish employment and administrative policies and procedures for all functions and day-to-day operations.

**Experience with Nonprofit Organizations:**

A successful candidate must have experience in the following areas:

* Developing a comprehensive business plan and drive the implementation of program, organizational, and financial plans.
* Growing nonprofit organizations.
* Establishing and maintaining positive relationships with foundations and individual funders.
* Grant writing and fund development in partnership with the development team.
* Continue to develop established relationships with area schools and create new connections within schools.
* Oversight of marketing and communications work.
* Collaboration and networking with other community organizations.
* Expand local revenue generating and fundraising activities to support program operations and promoting the mission.
* Responsible for fiscal integrity and communicates to the board accurate financial statements and annual budget.
* Operates within approved budget and directs resources appropriately.
* Preference will be given to candidates with an education background or educational non-profit experience.

Following a long period of sustained success, SLD Read is in the process of reorganizing and redeveloping itself in order to expand its services and its markets. The new leader will be able to handle the stress and the work involved in growing and producing a unified high functioning organization.

Compensation:

Compensation will be dependent upon skills and experience and the new CEO will have the opportunity to grow his or her compensation in conjunction with the growth and funding of the organization.

How to Apply:

For immediate consideration please send your resume and cover letter via email to:

Mindi Fitzpatrick: msfitzpatrick@sldread.org using the subject line “SLD Read CEO Search”

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until a hiring is complete.