



Sharing the Power of Learning

Job Description

Job Title:	Literacy Services Director		
Incumbent:		Last Revision:	09/07/18
Department:	Adult Programs	<input checked="" type="checkbox"/> Exempt /	<input type="checkbox"/> Non-exempt
Location:	Main Office	<input checked="" type="checkbox"/> Full Time /	<input type="checkbox"/> Part Time / <input type="checkbox"/> Volunteer

SUMMARY

Oversee the planning, design, delivery and evaluation of: adult and family literacy programs; statewide Adult Basic Education (ABE) volunteer services; learner outreach and referral (Adult Literacy Hotline); technology training; and special projects (such as the Student Information Database and Hotline integration, navigation initiatives, etc.). Develop government grant proposals and manage grants and contracts related to ABE programming. Develop, manage and maintain ABE and family literacy partnerships. Partner with the development department on grant proposals, major gifts fundraising and agency events.

RESPONSIBILITIES & DUTIES

- | | Time | Description |
|----|------|---|
| 1. | 35% | <p>Program management and supervision</p> <ul style="list-style-type: none"> • Provide leadership and oversight for adult literacy direct services, capacity-building services, family literacy and preschool programming. Facilitate/attend team meetings. • Supervise, coach and support six to eight direct reports. Complete and conduct performance reviews and serve as back-up as needed. • Participate in recruitment and hiring of staff. Seek out and encourage staff to participate in professional development opportunities, including conferences and training workshops. • Work with program staff and funders to ensure programs are meeting stated goals. • Ensure compliance with and oversight of all Minnesota Department of Education (MDE) regulations and assurances as well as all MLC operating procedures. • Develop ABE, Statewide Support Services (Volunteer Outreach and Technology) and family literacy budgets. Monitor budgets closely throughout the year. • Organize and oversee annual events and conferences (Volunteer Management Conference and Journeys event). • Serve as a problem-solving resource for staff. Assist them in improving the quality of current programs and developing new programs and initiatives. |
| 2. | 35% | <p>Contracts management, grantwriting, reporting and donor relations</p> <ul style="list-style-type: none"> • Write and monitor state, federal, and foundation grants for ongoing programming and special projects; report on organizational progress to MDE-ABE and other funders. • Write grant-specific and other program reports/documents as required. • Together with the development department, maintain regular contact and build relationships with donors who support programs in these areas. Make solicitations when appropriate. • Answer questions about MLC services, literacy statistics, and program development. • Oversee data tracking in relevant areas. |

3. 15% **Partnerships and collaboration**
 - Develop, facilitate and maintain partnerships with people and organizations whose goals align with literacy council programs and services.
 - Promote positive relationships with MN Department of Education ABE staff, other ABE programs across the state (volunteer network, tech training, hotline, hotline integration project, etc.) and others.
 - In collaboration with SPCLC ensure shareable (volunteer) curriculum is aligned with standards, etc.
 - Assist in five-year narrative writing process for St. Paul Community Literacy Consortium (SPCLC)

4. 10% **Agency Management**
 - Provide leadership and vision for adult and family literacy programming.
 - Participate in strategic planning for the agency.
 - Provide direction and support for ongoing diversity, equity and inclusion initiatives.
 - Engage and collaborate with other departments in the planning and development of expanded programming.
 - Meet regularly with other directors to make agency decisions.
 - Attend agency-wide events, such as annual fundraiser and donor thank-you events.
 - Assist with soliciting sponsorship support for events and programs from corporations and foundations.
 - Attend board meetings.

5. 5% **Additional Duties:** Provide support to other leadership team members as necessary, particularly during absences; serve on other committees and consortia as requested; write articles and serve on editorial board for various publications; public speaking as needed. Other duties as assigned.

RELATIONSHIPS

Reports to:	Executive Director
Supervises:	Volunteer Outreach Manager, Educational Technology Manager, Learning Centers Manager, Instructional Manager, Parent Mentoring Manager, Navigation Project Manager
Internal contacts:	Direct reports, other directors and managers
External contacts:	Saint Paul Community Literacy Consortium, volunteer coordinators, MN Department of Education, Literacy Action Network, Health Literacy Committee, ProLiteracy, COABE

QUALIFICATIONS

1. Bachelor's degree in nonprofit management, education or related field, Master's degree strongly preferred; minimum 8-10 years progressively responsible experience in program management and development.
2. Prior experience working in the field of Adult Basic Education strongly preferred.
3. Two years of experience teaching or training adults.
4. Three to five years of experience supervising professional staff.
5. Prior experience advancing work in the areas of diversity, equity and inclusion strongly preferred.
6. Strong planning and organizational skills.
7. Demonstrated success in managing government contracts and grantwriting.
8. Broad experience working with budgets and statistical data.
9. Experience with public speaking and agency advocacy.
10. Proficient in all standard computer software programs.

11. Outstanding verbal, written, and interpersonal skills.
12. Prior experience in other literacy-related endeavors and/or social causes a bonus.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid drivers license and/or reliable transportation.

WORK ENVIRONMENT

Typical office environment.

Time spent on the computer is approximately 40%.

Travel: Ability to travel in metro area routinely and statewide occasionally; national travel as requested.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.