



National Coalition For Literacy

NCL Executive Director

POSITION DESCRIPTION

The National Coalition for Literacy (NCL) is seeking a part-time executive director to guide NCL and support its Board of Directors in carrying out activities in support of its mission. NCL's mission is to advance adult education, family literacy, and English language acquisition in the U.S. by increasing public awareness of the need to increase programs and funding; by promoting effective public policy; and by serving as an authoritative resource on national adult education issues. NCL envisions a nation in which all adults are able to fulfill their potential and pursue meet their goals through access to high quality adult education and literacy services provided by an integrated and well-developed system.

Responsibilities:

Strategic Planning

- Support Board in annual strategic planning process and identification of strategic priorities (*strategic planning is primarily a Board responsibility, not an executive director responsibility*)
- Manage implementation of strategic plans in collaboration with Board members

Fundraising and Development

- Identify and follow up on potential sources of support, with input and support from Board members
- Manage required reporting to funders

Adult Literacy Caucus and Hill relations

- Work with Hill staff to revivify the Caucus (with input from Board members on its purpose/function)
- Maintain other relationships on the Hill and in key federal agencies (especially OCTAE)

Communications and Public Face

- Develop and maintain relationships with other national organizations
- Gather information on advocacy activities and resources from adult education organizations nationwide; maintain updated info lists on website
- Coordinate joint activities with NCL member organizations and others, including Hill briefings and AEFL Week activities
- Work with Board communications team and office assistant on social media planning and messaging

- Maintain and update NCL website

Membership Management and Development

- Maintain NCL membership records and manage member relations
- Conduct research on potential new members for the organization
- Collaborate with Board members on extending membership invitations
- Manage two NCL members' meetings per year

Administrative/Board Relations

- Maintain calendar of legally required tasks (such as DC reports, tax filings, D&O insurance) and assure their completion
- Maintain an organized, transparent cloud-based filing system
- Track Board member terms of office and support Board members in annual nominations and election process
- Support Board president in planning Board meetings
- Support Board treasurer as needed; maintain QuickBooks records, track revenue and expenses, provide budget projections; support Board in developing annual budgets
- Coordinate with Board members on activities
- Supervise work of office assistant
- Report to the Board monthly on activities and outcomes
- Complete annual performance review with Board president and other Board members as designated

Qualifications

- Master's degree or higher in adult education or related field and substantial relevant experience in teaching and program administration in the United States
- Familiarity with the adult education system in the United States, particularly the requirements of the Workforce Innovation and Opportunity Act, and other federal laws and initiatives that intersect with adult education policy and funding
- Familiarity with adult literacy programs and organizations in the United States, particularly national and regional organizations that have been, are, or could be NCL members, and understanding of their strengths and concerns as those relate to advocacy
- Flexibility, responsiveness, professional integrity, and strong interpersonal skills
- Superb organizational, planning, time management, and record-keeping skills
- Strong oral communication and writing skills, and proficiency in the use of office software and related tools

Additional Attributes *(preferred but not required)*

- Experience in advocacy and in working with staff in Congressional offices and federal agencies
- Experience in nonprofit development and fundraising
- Expertise in print-based graphic design and layout
- Expertise in web design and social media messaging

Position Information

- This is a part-time consulting position at 40 hours per month, with compensation rate contingent upon experience.
- The selected candidate will report directly to the NCL president and will work collaboratively with other members of the NCL Board as needed.
- Physical presence in or around the greater Washington, DC area is highly preferred, as two in-person meetings, Hill visits, and occasional events are required. The selected candidate must have access to a fully equipped workspace that supports online interaction, telephone conferencing, and completion of all required tasks. Note: Until the Covid-19 restrictions are lifted, this is a telework position.
- The position is available beginning October 1, 2020.

Interested applicants should send a résumé/CV and cover letter to Michele Diecuch, Vice President, National Coalition for Literacy, mdiecuch@proliteracy.org.

The National Coalition for Literacy provides equal consideration to all applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.