

Position Announcement – Executive Director

Literacy Texas is a 501(c)(3) organization which leads and coordinates adult literacy training programs and addresses a critical component for ensuring economic growth and flourishing workplaces throughout our state. We are currently in search of a self-directed visionary **Executive Director** and leader, who will be a passionate advocate for adult literacy programs operating in Texas. Our preferred candidate will be a skilled networker and experienced coalition builder, with demonstrated expertise in grant writing and fund raising – with a strong commitment to adult education and workforce programs. A sound working knowledge of Board responsibilities, roles and function, and accountability is crucial.

Some essential duties and responsibilities include:

1. Community Leadership

- Organize and lead efforts to provide training and networking opportunities and technical assistance to literacy programs in Texas.
- Meet grant and funder requirements.
- Maintain social/print media presence via presentations, newsletters, blogs, reports, etc.
- Promote active, engaged communication with state legislators and literacy providers and all other related entities.

2. Resource Development

- Ensure sustainability by identifying and securing both public and private funding.
- Maintain healthy relationships with 8–12 regional literacy leaders who assist with conducting symposia and annual conferences.

3. Program Delivery

- Maintain working knowledge of adult literacy programs, trends, and best practices, and communicate this information effectively to all partners.

4. Management

- Communicate clearly and effectively with the Board regarding program operations, fiscal management, and policy development.
- Ensure Literacy Texas applies sound financial and administrative practices which comply with all applicable requirements and laws.
- Firm knowledge and experience with budget preparation, execution, and reporting.

5. Supervisory Responsibilities

- Supervise staff/contractors/volunteers to grow and motivate interdisciplinary team.



LITERACYTEXAS.ORG

P.O. Box 546, Colleyville, TX 76034 | 817-554-2007 | info@literacytexas.org

Connecting and equipping Texas literacy programs through resources, training, networking, and advocacy.

Qualifications:

1. Bachelor's degree in a related field, a master's degree is preferred.
2. Five years' experience in low literary adult education programs, preferably in the non-profit sector.
3. Experience working/serving on non-profit boards of directors.
4. Excellent written and oral skills, with a respectful, collaborative approach to fostering partnerships with diverse stakeholders.
5. Visionary leader skilled in innovation and problem solving.
6. A strategic thinker able to balance and prioritize competing needs and opportunities.
7. Bilingual communications are a plus.

Please submit your resume to our search consultant: jose@literacytexas.org



LITERACYTEXAS.ORG

P.O. Box 546, Colleyville, TX 76034 | 817-554-2007 | info@literacytexas.org

Connecting and equipping Texas literacy programs through resources, training, networking, and advocacy.