



Job Description

The ULA community is diverse and peopled with life-long learners and mentors who have something special to give—love of language, caring for others, and motivation to strengthen the community. Reporting to the Board of Directors, the Executive Director will have overall strategic and management responsibility for Ulster Literacy’s staff and programs, as well as for future growth and expansion. The ED will execute the ULA mission and ensure implementation of board-approved policies. As the chief administrator, the ED is responsible for fiscal management, as well as developing and maintaining external relationships with donors and community organizations. This position is exempt.

Qualifications and Professional Skills

- 4-year academic degree
- Three years of experience in a nonprofit organization
- Human resources experience (including volunteers)
- Nonprofit financial management (e.g. basic accounting, budget, funding cycles)
- Experience working with a governing board
- Experience in networking and coalition-building among diverse groups
- Excellent verbal, written, and interpersonal communication skills
- Proficiency in computer skills

Duties and Responsibilities

Executive Leadership and Strategic Planning

- Represent and advance mission and core values
- Build a trusting, inclusive, and productive environment that promotes teamwork to ensure ongoing programmatic excellence
- Develop annual planning and collaborate with staff, board, and key stakeholders in formulating long-range strategies for sustainable growth

- Initiate and draft policies for board approval; establish operating procedures to implement policies and ensure compliance with local, state, and federal laws; review existing policies annually; recommend new policies or policy changes to the board, as appropriate
- Develop a coherent external communications plan, including newsletters, timely press releases, and other marketing materials across digital platforms
- Facilitate community awareness and outreach through education and advocacy

Board Development and Governance

- Support board development efforts, including training and recruitment
- Act as liaison between the board and staff/volunteer teams
- Report regularly to the board on progress of plan objectives and/or any issues of concern
- Participate in board/standing committee meetings
- Help develop meeting agendas and supporting materials

Staff Development and Supervision

- Manage staffing, including hiring/terminating personnel and conducting regular performance evaluation
- Foster effective teamwork, and communicate with colleagues and stakeholders in ways that are meaningful to them
- Inspire employees to stretch into roles and tasks they may have previously resisted so they may grow both as employees and as human beings
- Understand the needs and goals of our community of learners, tutors and staff, and maintains them as the focus of our efforts and projects

Operational Oversight

- Ensure efficient operations, including financial performance, planning and marketing, program development, policy formulation, and training
- Maintain the privacy/confidentiality of personnel, donor/funder, learner/volunteer files and other material information

Financial Management

- Assure the financial viability of ULA through oversight of the annual budget and compliance with pertinent regulatory requirements and standard accounting practices
- Monitor and report grant revenue; oversee budget income and expenditures
- Ensure the ethical disbursement of funds and other subcontracts, and manage appropriate record-keeping
- Coordinate any third-party audits of financial records, as necessary

Fundraising

- Develop/enhance the annual fundraising plan, including board/committee efforts
- Manage the timely submission of grant applications
- Oversee development of integrated digital fundraising campaigns
- Secure institutional/corporate sponsorships to offset costs associated with delivery of programs and services
- Cultivate and steward individual, foundation, and corporate and governmental relationships for sustained participation in campaigns