

**EXECUTIVE DIRECTOR
LITERACY GREEN BAY**



EXECUTIVE DIRECTOR SEARCH

424 S. Monroe Avenue
Green Bay, WI 54301
Tel: 920-435-2474

POSITION TITLE: Executive Director
REPORTING TO: President, Board of Directors
ORGANIZATION: Literacy Green Bay
www.literacygreenbay.org
LOCATION: Green Bay, Wisconsin

Founded in 1980, Literacy Green Bay's mission is to help adults and families acquire the reading, writing, math, English language, computer, and workforce skills they need to function effectively as workers and community members. As a 2022 Top-Rated Nonprofit, Literacy Green Bay builds community awareness and support for adult literacy and lifelong learning throughout the area.

Literacy Green Bay offers a range of classes, such as English Language Learner (ELL), and Adult Tutoring. To meet the demands and schedules for many learners, ELL Classes are offered in the mornings and evenings four days a week. In the Adult Tutoring program, students work one-on-one with volunteer tutors on goals that are specific to their needs, such as improving basic reading skills, speaking better English, and studying for the GED. In addition to their courses, Literacy Green Bay offers citizenship tutors and mock interviews to assist those taking their U.S. Citizenship exams. With these offerings and a consistent growth mindset, this organization continues to address the literacy needs of its community.

As an organization, Literacy Green Bay has aggressive growth goals, and the Executive Director will be instrumental in helping the organization achieve them. Literacy Green Bay is seeking a visionary leader who can roll up their sleeves to deliver projects and initiatives while still planning for future growth opportunities. The successful Executive Director will have a relationship-building mindset and be dedicated to bringing together business, government, education, and the nonprofit sectors to guide our community's future.

CULTURE

Literacy Green Bay encompasses a group of passionate employees and volunteers who care about their community. Along with long time supporters of Literacy Green Bay including Green Bay Packers Give Back, KI, Green Bay Packaging, Schneider, Schreiber, American Foods Group and many more, the Executive Director will help solidify the organization's mission within the community.

Vision

To build a community literate in the English language.

Core Values

Empowering - We empower adults and families to attain self-sufficiency in order to be productive members of society.

Inclusive - We include adults and families from all socio-economic and demographic backgrounds who are in need of literacy skill sets.

Accountable - We are accountable to uphold the highest standards in financial stewardship, educational efforts, and interpersonal relationships.

Collaborative - We collaborate with the community towards a common goal of creating a vibrant, literate society.

Solutions-Oriented - We approach challenges by creating and implementing solutions that meet the needs of all stakeholders.

REPORTING RELATIONSHIP

This position reports to the incoming President of the organization, Peter Froelich. However, as an Executive Director, this role will also be accountable to other members of the board who serve as officers and chairs. The board works closely with one another and is eager to engage the Executive Director in strategy discussions. The Executive Director has overall operational responsibility for the execution of the mission and strategic goals set by the board of directors.

Board of Directors:

Travis Vanden Heuvel – Renegade Plastics (Outgoing President)
Peter Froelich – Nicolet Bank (Incoming President)
Mary Sue Lavin – UWGB (Secretary)
Lori Fricke – Retired (Treasurer)
Susie Brekke - World Relief Fox Valley
John Calewerts - CLOJ
Maria Gomez – Wells Fargo
Noah Jenquin – Lion’s Mouth
Joy Langreder – Associated Bank
Hon. Beau Liegeois – State of Wisconsin
Tori McNeal – St. Norbert College
Kari Olsen – Greater Green Bay Community Foundation
Sabrina Zerhouni – JBS Green Bay

The Executive Director oversees a core team of 8 which includes the Director of Development, Tutoring & Volunteer Coordinator, Student Tutoring Advisor, Office Coordinator, Accountant, ELL Class Program Manager, New Student Coordinator, and PM ELL Class Program Specialist. Additionally, there are 15-20 LTE Instructors.

SCOPE AND RESPONSIBILITIES:

The Executive Director (ED) is the Chief Executive of Literacy Green Bay. The ED is responsible for overseeing the organization’s strategic vision, providing leadership to agency staff, managing operations, and leading business decisions to support Literacy Green Bay’s mission, vision, goals, and objectives. The ED communicates and collaborates with the President of the Board to ensure the Board of Directors can function effectively as a governing body and fulfill its fiduciary responsibility to the organization.

Provide Leadership to Staff

Lead, monitor, and mentor staff to achieve goals that contribute to the mission of the organization. Regularly motivate and inspire their team by creating an environment that promotes positive communication, encourages bonding of team members, and demonstrates flexibility.

Fundraising

Lead fund development planning and implementation efforts in collaboration with the staff and board. Oversee efforts to:

- identify and research funding sources.
- ensure that all legal obligations and funding source requirements are met.
- establish strategies to use when approaching funding sources.
- submit grant proposals and funding requests.
- maintain fundraising records and required documentation.

Program, Product, and Service Delivery

Oversee the design, marketing, promotion, delivery, and quality of programs, products, and services. Keep informed of trends and issues in the fields of Adult Basic Education, English Language Learning, and Workforce Development. Understand how to measure and achieve program and agency outcomes.

Community and Public Relations

Oversee community relations activities. Act as the principal spokesperson and ambassador for the organization. Ensure that the organization and its mission, programs, products, and services are consistently presented in a strong, positive image to relevant stakeholders.

Financial, Tax, Risk, and Facilities Management

Recommend annual budget for board approval and prudently manage the organization's resources within those budget guidelines, according to current laws and regulations.

Human Resource Management

Effectively manage all aspects of the human resources functions within the organization according to authorized policies and procedures that fully conform to current laws and regulations. Ensure that the organization is adequately staffed, supported, and trained. Oversee all aspects of payroll and timekeeping to ensure timely direct deposit of all staff members.

Board Administration and Support

Support the operations and administration of the board by advising and collaborating with board members, interfacing with board and staff, and working with board committees to deliver the organization's programs.

SKILL SET:

- Demonstrated leadership skills, including problem solving and decision-making.
- Strong communication and presentation skills, both oral and written.
- Knowledge of asset (financial and human resources) management.
- Must be able to work independently, set priorities, follow through, and meet deadlines.
- Ability to establish and maintain effective working relationships with the Board of Directors, program partners, community groups, grant providers, and other related entities.
- Demonstrated ability to plan and implement effective processes and procedures.
- Familiarity with adult education, measurements, and resources.
- Previous success in grant writing, sponsorship development, and fundraising preferred.
- Familiarity with guidelines, regulations, and restrictions related to non-profits is beneficial.

EDUCATION:

Bachelor's Degree in an applicable field and/or equivalent relevant experience.

EXPERIENCE:

Experience in leading programs and teams in an educational or a business environment preferred.

CONTACT INFORMATION:

For those interested in making a meaningful impact, individuals should send a cover letter and resume to lwaters@literacygreenbay.org, with the subject line "ED Application."