

**ORGANIZATION:** Literacy Partners  
**POSITION:** Chief Executive Officer  
**REPORTS TO:** Board of Directors  
**LOCATION:** New York, NY  
**WEBSITE:** [www.literacypartners.org](http://www.literacypartners.org)  
**TO APPLY:** Please send cover letter and resume as one PDF to [LiteracyPartnersCEO@pbrsearch.com](mailto:LiteracyPartnersCEO@pbrsearch.com) with title format "Last Name First Name – Letter Resume."

## **BACKGROUND**

Literacy Partners provides workshops, free classes, and educational media to immigrant and low-income parents and caregivers to develop the literacy and language skills needed for success. With a unique two-generation approach to education, Literacy Partners' research-based programs combine child development and parenting support to help parents and caregivers boost reading, social-emotional growth, and school readiness. The organization encompasses the Liz Smith Center for Adult and Family Literacy and La Fuerza de Familias Latinas. The Liz Smith Center provides free online and in-person classes to help adults improve their reading skills, learn to speak English, and complete a high school equivalency degree and has a plan to educate 3,000 new students over the next five years. La Fuerza de Familias Latinas is a national engagement initiative for Spanish-speaking parents with virtual and in-person workshops, digital learning content, and a long-term creative partnership with Univision. The organization currently has a staff of 30 and an operating budget of \$5M.

## **POSITION**

The CEO will set the strategic direction of Literacy Partners, including programs, external relations, organizational growth and development, and sustainability. The CEO will be a compelling leader who will work closely with the staff, board of directors, and community partners to drive a unified vision for the organization's next chapter. The ideal candidate is a strategic, innovative, student-focused leader who can motivate and nurture a diverse, inclusive team environment, guide the organization towards sustainable growth, and build strong external partnerships.

## **RESPONSIBILITIES**

### **Strategic Leadership**

- Work with key stakeholders, including staff, board members, and partners, to set and execute the areas of focus for Literacy Partners' next chapter as it begins a strategic planning process.
- Effectively communicate Literacy Partners' strategic goals both internally and externally so that all stakeholders understand their roles and responsibilities in bringing these ideas to fruition.
- Adapt and align the organizational structures and ways of working as needed to ensure that Literacy Partners' programs, staffing, and budget are financially sustainable and aligned with the strategic plan.
- Define concrete metrics for success as Literacy Partners' progresses towards its goals.
- Build upon and continue Literacy Partners' diversity, equity, inclusion, and belonging work. Nurture an integrated and inclusive work culture rooted in open communication and a shared sense of purpose.

### **Team Leadership**

- Provide motivational leadership for the team so they are inspired to continue doing exceptional work.
- Ensure team members understand how their specific roles contribute to the overarching mission and purpose of the organization.
- Work with senior leadership to ensure that Literacy Partners has a positive, supportive culture that attracts and retains staff and provides opportunities for professional development.

### **Financial and Operational Leadership**

- Lead the team in a results-focused, data-driven way to achieve strategic objectives.
- In partnership with the senior leadership team, set the course to operationalize the strategic plan.
- Be responsible for the overall fiscal health of Literacy Partners, with an eye towards continuing to build long-term sustainability.
- Collaborate with senior team members to ensure that Literacy Partners' operations and finances are aligned with best practices and the strategic plan.

### **Fundraising and External Relations**

- Working with the Literacy Partners board and the chief external affairs officer, realize a comprehensive fundraising plan to diversify and grow support and long-term financial sustainability.
- Be Literacy Partners' lead fundraiser, developing relationships with and raising funds from a variety of sources.
- Serve as a spokesperson and collaborative advocate for Literacy Partners' goals of advancing adult and child literacy and early child development. To facilitate these goals, identify, strengthen, and sustain relationships with a wide array of stakeholders, including funders, partners, city and state officials, and the broader public.
- Continue to expand Literacy Partners' platform as a reputable thought leader in adult literacy.

### **Board Relations**

- Work closely with an engaged and active board to determine and evaluate the strategic direction for Literacy Partners.
- Develop strong relationships with each board member, ensuring their contribution to Literacy Partners is aligned with their interests and the organization's needs.
- Partner with the board to attract, engage, and retain board members who can help Literacy Partners realize its mission and vision.

## **QUALIFICATIONS**

### **Experience**

- Significant executive strategic leadership experience, with a track record of setting and realizing outcomes-oriented objectives in collaboration with an engaged board and experienced team
- Experience taking an organization/department/program through a next stage of growth or scale
- Experience working directly with low-income/immigrant communities, with a preference for candidates with experience in the nonprofit, educational, and/or government sectors in a large city
- Ability to raise funds, collaborate with an active and engaged board, build donor relationships, and think creatively about revenue streams; demonstrated success with private fundraising ideal
- Experience institutionalizing Diversity, Equity, Inclusion and Belonging (DEIB) in the organizational culture and delivery of services, including professional development

**Personal Attributes**

- Committed to Literacy Partners’ vision and mission, with a strengths-based, parent-centered approach that recognizes the fundamental role of home culture and community as the foundation of learning
- Ability to operate at a high strategic level while being grounded in the work of the team
- Data- and metrics-driven orientation; can translate quantitative impact into a compelling narrative
- Culturally competent and self-reflective; can lead across lines of difference (e.g. race, class, ethnicity, income, sexual orientation, gender identity, national origin, and others) and is able to lead direct conversations about them
- Emotionally intelligent; has the ability to authentically engage with people from various backgrounds
- Able to lead and inspire by demonstrating authenticity, grit, high standards, humility, and integrity
- Comfortable navigating uncertainty and effectively managing complex challenges as they occur; balances urgency with the ability to lead others toward solutions
- Strong written and verbal communication skills; a persuasive and passionate communication style
- Champions forward-thinking organizational policies that prioritize the well-being of staff and their families
- Leads from a place of humility; open to good ideas wherever they come from

**COMPENSATION**

- Anticipated salary range \$200K – \$225K; commensurate with experience
- Attractive, competitive benefits package, including medical insurance, retirement contribution match, and generous PTO

***Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, Literacy Partners encourages you to apply.***

***Literacy Partners is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Literacy Partners will provide reasonable accommodations for qualified individuals with disabilities.***