

# Job Description for Executive Director

Email Resume to: [employment@learninglabinc.org](mailto:employment@learninglabinc.org)

Salary range starts at \$65,000 and will depend on experience

The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives to include: Board Governance, Financial Performance, Organization Mission and Strategy, and Organizational Operations. This position will report to the Board of Directors and act as the duly authorized representative of the board in matters related to the staff, advisory board, volunteers and the community.

The ideal candidate will have a broad understanding of, and experience in leading, nonprofit organizations. He or she will be tasked with identifying areas of growth for the Lab and capitalizing on specific areas of opportunities to do so, through effective actions aligning with the position's primary responsibilities.

The Learning Lab was founded in 1991 and has a rich history across the Treasure Valley. Learning Lab is a literacy education center for adults and families with young children. Classes are based on students' individual needs and offer reading, writing, math and English language learning curricula. Learning Lab also offers family literacy, preparation for citizenship and GED instruction.

## **PRIMARY RESPONSIBILITIES:**

- Work with the board of directors to seek its involvement in policy decisions, fundraising and to increase the overall visibility of the Learning Lab throughout Idaho
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the mission
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation
- Serve as primary spokesperson to the supporters, the media and the general public
- Develop a diverse fund development plan that ensures understanding and participation from board members
- Supervise and collaborate with the Learning Lab staff members
- Provide direction for strategic planning and implementation
- Partner with board and committee leadership to achieve the Lab's goals, especially related to fundraising strategy
- Create and manage the annual budget
- Lead and implement marketing, fundraising and communication initiatives
- Review and approve contracts for services
- Additional duties as assigned by the board of directors

## **QUALIFICATIONS:**

- Bachelor's degree in a field consistent with job responsibilities (M.S./M.B.A. preferred)
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting

- Strong organizational abilities including planning, delegating, program development and task facilitation
- Experience in creating and communicating a strategic future to staff, board, volunteers and donors
- Successful background in implementing fundraising events, grant applications and donor relations strategies unique to nonprofit sector
- Ability to motivate and collaborate with board members and staff members
- Strong communication skills (written, verbal, presentation and facilitation)
- Ability to interface and engage diverse donor groups, potential donors and volunteers
- Proficient in M.S. Office and relevant nonprofit software
- Strong public speaking ability