



June 2022

JOB OPENING: Executive Director for Peninsula READS

Are you passionate about literacy and changing the lives of deserving people in our community? Do you have strong leadership skills? Would you enjoy a job where you get to wear many hats and work with a variety of people? You might be the perfect fit for this job!

Peninsula READS, an adult literacy nonprofit, is seeking a new Executive Director. This is a rare opportunity to serve in a prestigious leadership position at part-time hours. Our offices are open Monday-Thursday, which means you will usually have a three-day weekend. The job also comes with flexibility—working in your office most of the time, but some off-site and at-home opportunities as well. Your office time will be spent with grateful learners, enthusiastic volunteer tutors and hard-working staff, while your time in the community will range from business events and nonprofit workshops to meetings with current or potential donors, presentations for corporate sponsors and leading fundraisers.

As the organization's CEO, this position reports to the Board of Directors and is responsible for consistent achievement of the READS mission and financial objectives. The ED is responsible for providing leadership and implementing the written plans, policies and objectives of the Board of Directors. The ED also oversees the daily operation of Peninsula READS, including the selection, supervision, deployment and evaluation of staff.

The ideal candidate for this position will have:

- Bachelor's degree or higher in English, Journalism, Public Relations, Marketing, Psychology, Sociology or a related field
- Past nonprofit experience
- Demonstrated management and organizational skills
- Ability to communicate and direct the work of various staff and volunteers
- Demonstrated grant writing ability
- Excellent written and spoken communication skills, including public speaking experience
- Knowledge of office equipment and Microsoft Office Suite
- Exemplary interpersonal skills
- Demonstrated commitment to community involvement

Experience in education, adult literacy, English for speakers of other languages, or as a reading specialist a plus. Position requires an acceptable background check, to include a local and state criminal history check, and a valid driver's license with an acceptable driving record.

TO APPLY:

Send resume and cover letter to Board President Eric
Floyd at efloyd@chesbank.com