

*Literacy DuPage* seeks a Program Director who will passionately and strategically manage the growth of our adult literacy programs.

### **What is the mission of Literacy DuPage?**

Our mission is to help adults achieve their goals through accessible, customized 1:1 tutoring in English. It's a highly personalized approach that not only gets results, but also builds relationships that strengthen our communities.

Each year, we train hundreds of volunteer tutors. Then we connect them with adult learners whose practical, personal goals require learning to understand, speak, read, or write English. Together, a learner/tutor partnership may work toward understanding street signs, decoding prescription labels, reading mail, telling stories to young children, or filling out a job application. By equipping people to take such ordinary steps, literacy changes their lives in extraordinary ways.

### **What are the day-to-day responsibilities of the job?**

The following are among the key actions expected from the Literacy DuPage Program Director:

- Develop and implement a strategic vision that advances the organization's mission and aligns with current industry best practices.
- Operate a fiscally responsible organization, with utmost regard for growing revenues and managing expenses.
- Explore and assist with fundraising to support the growth and quality of the program.
- Provide direction, support, and motivation to highly qualified staff who plan and administer our programs.
- Build and maintain strong relationships with community partners, donors, government agencies, and other stakeholders to enhance the organization's impact and reach.
- Develop and maintain community relationships for volunteer recruitment and other program resources.
- Consult and collaborate with the Board of Directors.

This position reports to the Board of Directors.

### **Are you right for this role?**

The ideal candidate will demonstrate a deep and visible belief in the life-changing powers of literacy. He or she will be a fearless fundraiser, avid networker, creative thinker, and confident business person.

We're looking for the right leader who fits our culture and complements the skills of our experienced staff. The candidate could have a background such as:

- An experienced nonprofit executive looking for a bridge assignment prior to retirement
- A nonprofit director seeking a flexible work environment to balance home and work responsibilities
- An enthusiastic program manager with mid-level experience pursuing an opportunity to develop executive leadership skills

### **Qualifications**

The minimum requirements for this role are:

- Understanding of literacy and education issues with a commitment to our vision (experience with English Language Learners and/or adult education students is a plus)
- Proven leadership and managerial skills with a Board, staff, and volunteers
- Experience in program development, evaluation, and community engagement
- Exceptional communication and people skills
- Strong record in fiscal management, successful fundraising, and resource management
- Marketing and/or public relations experience
- B.A. or B.S. degree in a relevant field

Literacy DuPage  
Job Posting for Program Director



**Benefits and Perks**

We are open to discussing flexible working options (e.g., full-time vs. flex-time hours, virtual or hybrid locations). The salary range is \$65,000 - \$75,000, based on experience. There is also a \$10,000 stipend for healthcare benefits.

**About Literacy DuPage**

Literacy DuPage is a nonprofit, community-based organization that serves more than 30 communities in DuPage County, Illinois. Our staff work part-time and primarily remotely, though we currently maintain a small office in Wheaton.

Learn more about us at [www.LiteracyDupage.org](http://www.LiteracyDupage.org).

**How can you apply?**

If you are a visionary leader with a commitment to literacy and education, we invite you to apply. Please send your resume and a letter expressing your interest and qualifications to our search committee at [Board@LiteracyDupage.org](mailto:Board@LiteracyDupage.org).

A review of applications will begin immediately. For best consideration, submit your application by December 15, 2023.

We are an equal opportunity employer, committed to diversity, equity, inclusion, and accessibility in our workforce. All qualified applicants will receive consideration for employment. As an EOE/AA employer, Literacy DuPage will not discriminate in its employment practices due to a qualified candidate's race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status. People from diverse backgrounds are encouraged to apply.

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