



## Position Description

<u>POSITION</u>	Executive Director
<u>ORGANIZATION</u>	Community Learning Center
<u>REPORTS TO</u>	President, Board of Directors
<u>LOCATION</u>	Philadelphia, PA

### THE ORGANIZATION

Community Learning Center (CLC) is a top performing nonprofit adult literacy organization that has been empowering low-income adults in Philadelphia since 1987. Services are delivered through two sites, one located in North Philadelphia and the other in West Philadelphia.

CLC provides free classes and support to adults seeking to change their lives through literacy. Students are provided the opportunity to learn the skills they need to obtain a high school equivalency certificate, go to college, enter job training programs and obtain sustainable employment.

CLC has completed a comprehensive assessment of organizational capacity and is actively engaged in positioning itself for future growth and to address the evolving needs of adult learners. A central component of this strategy is the continued development and strengthening of partnerships with workforce development agencies and employers.

### MISSION

Community Learning Center's mission is to help adults develop literacy, math, and life skills using a supportive and holistic approach, so that they can realize their fullest potential at home, in the workplace, and in the community.

### THE POSITION

Reporting to the Board of Directors, the Executive Director is responsible for providing strategic direction and leadership to all aspects of CLC. The Executive Director acts with full authority and responsibility to manage and lead CLC including development and oversight of all fiscal and programmatic matters, in addition to oversight of the staff.

The Executive Director actively partners with the Board of Directors, staff, and community leaders to forge productive professional relationships throughout the Philadelphia region. The Executive Director serves as an ambassador within and around the city promoting CLC's programs and services, and building synergy with allies and influencers. Additionally, the Executive Director is responsible for securing and managing significant new funding sources from federal, state, foundation, and individual donors.

The Executive Director oversees the development, promotion and implementation of meaningful, comprehensive and attractive program offerings within the administrative and financial capabilities of CLC. S/he is responsible for evaluating programs and oversees the development of curricula and assessment systems.

The Executive Director provides structure, support and supervision of staff. Additionally, the Executive Director has fiscal oversight of the approximately \$1.5M operating budget. Over the next three to five years, the Executive Director, with support from the Board and staff, will identify, nurture and secure new sustaining sources of earned and contributed revenue.

### RESPONSIBILITIES

- Serve as an effective and inspiring ambassador for CLC and its community of learners. Demonstrate a strong commitment to the mission and champion the need for high quality educational programs and services.
- Effectively serve as the primary liaison to the Board of Directors. Communicate with and inspire their continued commitment to the mission. Assist in the identification and cultivation of new Board members.
- Provide leadership to support the development and evaluation of programs and services. Establish a learning culture that supports effective data collection and reporting mechanisms and strategies for sharing best practices. Effectively collect and report metrics that identify trends and demonstrate progress towards outcomes.
- Demonstrate a commitment and willingness to attract and retain high performing staff. Motivate and lead staff to efficiently and effectively achieve goals. Provide professional development opportunities and be an effective coach.
- Prioritize inclusive and effective communication to promote engagement and consideration of new programs and opportunities. Oversee the full utilization of new and emerging social media. Oversee the updating of the organization's brand, website and other communication mechanisms.
- Successfully launch and sustain an effective strategy for cultivating new funding sources to support the mission of CLC. Actively engage in effective major donor stewardship.
- Manage and oversee the budget while identifying new revenue streams. Create and deliver effective reports and updates on financial goals and objectives.

- Present the mission of CLC and various strategies for engagement in a clear, confident and compelling manner to build, nurture and sustain partnerships at all levels.

#### QUALIFICATIONS

- Bachelor's degree required; graduate degree preferred. Strong supervisory and fiscal management experience is required.
- Exceptional written and verbal skills coupled with the ability to think strategically. Demonstrated presentation skills/experience is required.
- Demonstrated ability and desire to work collaboratively with wide-ranging constituents. A strong track record in developing forward-looking vision and strategic plan for CLC. Must foster strong morale to share wins and successes with the team.
- Demonstrated interest in adult education with knowledge of 21<sup>st</sup> century workforce development preferred.
- Evidenced ability to cultivate and solicit resources, including but not limited to financial resources and other support.
- Knowledge and understanding of how nonprofit organizations operate in an ever changing environment. Knowledge and understanding of nonprofit organizations, specifically in adult education arena is preferred.
- Ability to collect and synthesize information and effectively communicate relevant material to appropriate constituents in a timely and professional manner.
- The successful candidate must be efficient, approachable, and capable of effectively engaging others to participate in meaningful exchanges that produce results.

*CLC is an equal opportunity employer.*

**To apply for this position please submit a detailed cover letter and resume to:**

**Linda Helm Krapf, Interim Executive Director  
lhelmkrapf@communitylearningcenter.org**