



read
and
feedsm

giving KIDS an appetite for READING

Read and Feed **Executive Director Search**

Executive Summary

Read and Feed is seeking an Executive Director with a passion for improving the lives of young children by ensuring they are proficient in reading. Relying primarily on hundreds of volunteers, the Executive Director will lead a small but effective team with an impact far beyond its number. The pandemic has created challenges for Read and Feed as it has for most organizations and businesses but the drive to assist children remains the same. The Board of Director is looking for a highly motivated, creative and talented leader with a background in leading volunteer-based organizations and who is ready to lead the organization through the pandemic and to even greater impact.

Background

For thirteen years Read and Feed has been changing the lives of kindergarten through fifth-grade students at risk for falling behind in their reading skills by not only improving their reading skills and giving them free books to take home, but also feeding them a nutritious meal to improve their ability to learn. Partnering with Wake County public schools and other community partners, Read and Feed has served over 600 children annually. Knowing that transportation can be an issue, Read and Feed goes to the children's neighborhoods or has program sites nearby to make participating easy. The program serves more than 600 children each year (prior to COVID -19). With three mobile classrooms and additional sites in Communities in Schools, Boys and Girls Clubs and area churches, Read and Feed, when at full capacity, serves 24 program sites in Raleigh, Cary, Apex, Fuquay-Varina, Holly Springs, Rolesville, Knightdale and Zebulon. The more than 400 active volunteers provide over 7,700 hours of tutoring, drive the mobile classrooms, deliver food and supplies, sort and distribute the 39,000+ books given to children annually, and provide crucial administrative services.

Read and Feed is governed by a 17-person Board of Directors and an eight-person Advisory Council. The Executive Director will lead a team including a Development Associate, Program and Evaluation Director, Salesforce and Business Support Administrator, Volunteer Coordinator, and a part time Fleet Manager and Mobile Classroom Driver. The organization has a FY20-21 budget of \$550,000.

Candidate Description

Responsibilities:

Leadership:

Serves as the primary advocate, fundraiser, spokesperson, and administrator.

- Develops a philanthropic spirit and unified sense of purpose among staff, board members, donors, volunteers and other partners.
- Works with the Board and staff in refining the vision. Plans and implements the next strategic plan that charts a course for Read and Feed's future and then articulates that vision to internal and external constituencies.
- Develops an annual business plan.

- Works with Executive Committee to organize and lead creation of FY 2022-2025 strategic plan
- Provides leadership and support to the Resource Development Committee to meet or exceed fundraising goals.
- Develops a repeatable business planning process and delivers a Business Plan for FY 2021 and annually thereafter.

Board Governance:

Leads Read and Feed in a manner that supports and guides the organization's mission as defined by the Board of Directors.

- Works closely with the Board President in planning for Board meetings and prepare and provide materials and mailings for regular Board meetings and appropriate Board Committee meetings.
- Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Plays an active role in the recruitment and orientation of new Board members and seek ways to maximize each member's contributions.
- Assists the Board leadership in creating a culture of philanthropy and support through personal giving, Board involvement in fundraising and positioning the organization for success.

Financial Performance and Viability:

Develops resources sufficient to ensure the financial health of the organization.

- Ensures the fiscal integrity of Read and Feed by overseeing the implementation of approved financial policies, accurate and timely financial reports to the Board, the preparation of an annual budget in collaboration with the Board Finance Committee and that the organization is operating within its approved budget.
- In collaboration with the Board, make certain that the organization is prepared for and completes an independent annual audit, IRS Form 990 and reports to funders
- In collaboration with the Development Specialist, ensures that the fundraising program is active in its retention of existing donors, its discovery of new donors, works to increase overall funding from existing and new donors and provides excellent stewardship.
- Identifies grant opportunities and submits proposals that support the mission of Read and Feed, clear on the funding's impact to the organization and are within the parameters of the strategic plan.

Organization Mission and Strategy:

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Ensures quality, age appropriate and relevant programs with a focus on building confidence and improving academic performance.
- Assesses program effectiveness through solid metrics that yield measurable outcomes
- Works closely with the Board on strategic planning and leads execution to ensure that Read and Feed can successfully fulfill its mission into the future.

Organization Operations:

Oversees the operations of the organization to ensure efficiencies, accuracy and the highest standards.

- Promotes effective planning, oversight, and execution of all activities associated with the organization including supporting the staff and Board in their roles.
- Hires, supervises, develops and drives retention of competent, qualified staff. Promotes and fosters an environment of collaboration and teamwork.
- Ensures that all Human Resource processes are executed accurately including policies, payroll, insurance, and compliance issues.

- Reviews and approves all contracts, notes and agreements, and other instruments made and entered into and on behalf of the organization.

Marketing, Communication and Public Relations:

Works to build a strong consistency of the Read and Feed brand to ensure the ability to leverage financial, programmatic, and fundraising opportunities available to the organization.

- Seeks regular dialogue with staff, donors, volunteers, and other key partners on issues important to Read and Feed's future.
- Provides leadership and oversight of marketing and other communications efforts.
- Responsible for the enhancement of Read and Feed's image by being active and visible in the community and by working closely with other professional, civic and private organizations
- Functions as primary spokesperson to Read and Feed's constituents, the media and the general public.

Professional Qualifications

- Bachelor's degree or higher from an accredited institution or related relevant experience.

Experience:

- Five or more years nonprofit management experience.
- Background in early education, teaching reading or meal programs is a plus.
- Demonstrated success in increasing revenues and/or philanthropic investments.
- History of connecting community resources with organizational priorities and the ability to effectively partner with other community providers. Experience directly with Wake County a plus.
- Evaluation and communication of program success through specific measures of desired outcomes.
- Familiarity with benefits administration.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Able to effectively prioritize and manage a range of tasks from an organizational and individual perspective.
- Experienced leader and manager, able to mentor and support staff in helping them to meet organizational goals including supporting them in their professional growth while also holding them accountable.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- History of working collaboratively with a Board and other volunteers.
- Commitment to diversity and a history of working effectively with colleagues, volunteers, prospects and donors irrespective of their economic status, ethnicity, gender-identity, educational level or sexual orientation.

Personal Attributes

- Transparent and high integrity leadership.
- A proven track record in building and maintaining relationships that foster a spirit of collaboration.
- Highly organized.
- Strong public speaking ability.
- Successfully interfaces and engages diverse volunteer and donor groups.
- Effectively communicates with and inspires others through effective written, verbal, and interpersonal skills.

Other

- Ability and willingness to maintain a non-traditional work schedule as needed.

Salary and Benefits

Salary is commensurate with experience and the size of Read and Feed's budget. In addition to paid holidays and time off, Read and Feed offers a benefits package including medical, dental and vision coverage. Life/AD&D and disability insurance (a combined plan) is also offered.

Application Process

Please include a cover letter, resume, and salary requirements with your application to hire@readandfeed.org. Applications will be accepted until the position is filled. Three professional references will be required of those moving forward in the process.

Read and Feed is an Equal Opportunity Employer. Read and Feed offers equal employment opportunities without regard to race, color, religion, gender expression, sex, age, national origin, military or veteran status, pregnancy, ethnicity, citizenship status, genetic information, disability status or any other class protected under federal and state law.