



Job Description

Position Title: Executive Director

Status: Exempt

Reports to: Board of Directors

Position Summary: The Executive Director is responsible for delivering SMART Reading's mission, vision, and values through the strategic priorities articulated by the Board of Directors and in keeping with best practices and standards established by the organization. The position is a strategic role, focused on planning, fund-raising, and the delivery of high-quality services. The Executive Director works with the Board of Directors to set the overall direction and goals for the organization, while leading a multidisciplinary team responsible for managing all aspects of the organization, including statewide program delivery, development, communications, and administrative operations.

SMART's Commitment to Equity: As an early literacy program focused on helping children succeed with reading and learning, SMART Reading can't ignore that deep racial, cultural, social, and economic inequities in our country and state make it harder for some children to succeed compared to others. SMART Reading's vision is an Oregon where all children can realize their full potential through reading, and equity is a top priority in delivering on that vision. As part of that, the organization is particularly interested in seeking staff members, volunteers, and board members whose personal or professional background gives them a unique perspective to further SMART Reading's work in serving children of color and children from other marginalized groups.

Key Responsibilities:

Leadership: Work with the Board of Directors to determine and promote the organization's mission. Lead the Executive Team in development and implementation of strategic goals and annual work plans. Communicate SMART's mission and strategic plan to staff and constituents. Maintain a culture of change,

growth, and learning within the organization and foster strong internal communication.

Development: Enhance the organization's fundraising strategy and ensure that the organization has the resources necessary to fulfill its mission and meet fundraising goals. Maintain strong relationships with key donors and community leaders, and cultivate prospective donors. Pursue support for SMART through public funding sources.

Community & School Relations: Expand the network of friends of SMART through personal contacts, public speaking, and media cultivation. Represent the organization at community events and seek opportunities to present the mission and the work of SMART. Support enhanced partnerships with schools and school districts throughout the state. Maintain a positive statewide image for SMART.

Thought Leadership: Position SMART as a leader on literacy issues, including developing support from policy makers. Support development of literacy expertise within the organization.

Organizational Sustainability: Ensure that SMART meets all financial, legal, and ethical obligations. Operate SMART within the confines of state and federal laws applicable to nonprofit corporations. Assure written policies and procedures that maintain the viability of the organization. Provide strong leadership to the SMART staff team and direct the work of the Executive Team. Build and maintain the appropriate infrastructure to support SMART's people and programs over the long term.

Board of Directors: Work with the Board Chair and Executive Committee to plan and execute quarterly Board meetings. Maintain positive Board relations. Support Board development as directed by the Chair and Executive Committee. Implement Board Committee meetings, projects, and planning sessions. Meet regularly with the Board Chair to review organization/Board planning, progress and issues. Complete related tasks as assigned by the Board of Directors.

Volunteer Management:

SMART Reading is possible because more than 5,000 volunteers contribute their time, energy and experience to helping the organization carry out its mission; that means volunteers account for nearly 100 percent of the people working on the group to deliver SMART's proven literacy program. Because of this, all SMART Reading employees work and interact with volunteers in varying capacities.

- SMART Reading employees understand the value of volunteers and ensure their interactions with volunteers are appreciative and professional.

- Because volunteers are donating their time and talents to SMART, employees may need to be flexible and solution-oriented when it comes to expectations around deadlines, communications, ability to attend meetings, etc.
- SMART employees publicly acknowledge the importance of volunteers to the organization, providing ample recognition and praise for their contributions when speaking about SMART in external settings.

Required Knowledge and Skills:

- Strategic and inspiring leader who is visionary and has “big picture” perspective;
- Considerable management and operational experience to successfully perform the planning, directing, reporting, and administrative responsibilities of the position;
- Demonstrated success in executing fundraising campaigns and in personally securing gifts from significant donors (i.e., comfortable completing “the ask”.);
- Experienced in and energized by public speaking and developing sustainable donor network;
- Demonstrated interest in and understanding of diversity, equity and inclusion and the ability to lead a team of people with these principals in mind;
- Exceptional written and verbal communication skills and a demonstrated ability to listen;
- Demonstrated success in leading organizations;
- Knowledge of government regulations as they apply to the organization;
- Ability to create a structure and work environment that develops and empowers staff, engages team members working remotely, and create the energy and enthusiasm to fulfill SMART’s mission;
- Knowledge, experience, and understanding of public education and ability to build relationships across the state of Oregon; and
- Broad knowledge of communities across Oregon and ability to successfully network in those different communities (preferred).

Education and Work Experience:

- Bachelor’s Degree or greater in business administration, education administration, nonprofit management or related field (graduate degree preferred).
- Minimum 10 years experience in a leadership role in a complex organization, with proven ability in planning, team-building, fundraising, and operational delivery.
- Some combination of comparable education and work experience can be substituted for the above.

Physical Requirements:

While performing the duties of this job, the employee is occasionally required to stand, walk, and/or sit. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate. Some statewide travel is required.

General Requirements:

The above statements are intended to describe the general nature and level of work being performed by an individual in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position.