



SIENA LITERACY CENTER

16888 Trinity St., Detroit, MI 48219 • 313-532-8404 • www.sienaliteracy.org

RE: Executive Director Job Description

Siena Literacy Center Mission

Siena Literacy Center is a 501(c)3 non-profit organization whose mission is to improve the lives of families in the Detroit metro area by providing a basic education program for adult learners. We believe that education creates equity, empowering individuals to reach their potential as parents, wage earners, and community members.

Job overview

Siena Literacy Center seeks an experienced, strategic leader to serve as the Executive Director and to guide the organization into its next phase of organizational growth. Siena is a mission-driven nonprofit that serves the Detroit-metro area. The Executive Director will oversee the operation of the organization including staff, community outreach, marketing, and finances.

The ideal candidate will bring experience in non-profit management, as well as a deep passion for serving adult learners. S/he will collaborate or oversee the collaboration with other adult education programs and supportive agencies to ensure that we continue to meet the needs of our target audience.

Primary Responsibilities

Board and External Relations

- Collaborate with the board to develop a mission-driven and strategic vision.
- Engage the board collectively and as individuals to find opportunities for the board to support and inform Siena Literacy Center's work and promote the services Siena offers.
- Build strong partnerships with agencies and leaders across the Detroit metro region.
- Represent Siena Literacy Center and Adult Literacy needs with regional and state agencies such as Dominican Rea Literacy Corp, Michigan Association of Community and Adult Education, and Coalition of Adult Literacy in Michigan.
- Represent Siena as a spokesperson whenever possible, including but not limited to media interviews and stakeholder meeting presentations.

Fund raising

- Develop and execute a thoughtful strategy to ensure financial viability of the program and its continued ability to serve our community.
- Identify new prospective funders to build a diverse funding stream of supporters.
- Engage funders, including required reporting, to build awareness of Siena's impact and to sustain donor buy-in.

Management

- Oversee staff and volunteer training and development to ensure professional programming which reaches community members who are typically underserved and have few resources.
- Align internal operations to achieve outcomes.



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- Establish and implement a positive, supportive organizational culture that is centered around the Siena's mission and vision.
- Serve as the key organizational leader for all administrative and legal matters, including contracts, agreements, budget, and expenditures
- Maintain the high ethical standard around business operations and establish an organizational culture and internal controls that ensure integrity and compliance with grant and state regulations.
- Hire, manage, develop, and motivate staff.
- Demonstrate personal and professional commitment to diversity, equity, and inclusion.

Requirements

Prior Experience

- 3-5 years of adult education or relative experience.
- Knowledge, preferably with some experience of nonprofits and grant writing.
- Bachelor's degree is required; graduate degree in education or related field is preferred

Skills

- Experience setting vision, strategy, and organizational priorities using data, metrics, and benchmarks to track progress and impact
- Enjoys building relationships with individuals and organizations for the sake of the mission and strength of the program.
- Leadership and organizational management skills; deep commitment to transparency and integrity in all interactions and tasks.
- Strong communication skills, including oral and written communications.
- Excellent listening skills with the ability to establish and maintain a positive culture with staff, board, and partners.
- Flexibility and eagerness to work within a fast-paced, entrepreneurial, goal-oriented environment with an optimistic approach

Benefits - Generous time off and flexibility. Salary ranges from \$45,000 to \$55,000 based on experience and skill level.

Please email cover letter and resume to – jbrown@sienaliteracy.org