

Date Posted: 06/30/2011

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Executive Director

**Employer/Agency:** Literacy Advance

**Job Description:**

- Plan, organize, develop and administer all Literacy Advance programs and services.
- Lead and motivate the staff and volunteers in carrying out the mission of Literacy Advance.
- Oversee the budget and financial affairs of Literacy Advance.
- Actively participate in development and strategic planning efforts. Develop a program of fundraising to include grant writing to foundations, corporations, events, direct appeals and other funding bodies for financial and in kind services.
- Serve as appointing authority for all hiring, training, evaluation, and termination of personnel.
- Actively oversees all outcomes management. Recruits volunteers.
- Represent Literacy Advance to the public, local governments, community, and the media.
- Keeps board members informed and seeks constructive feedback of policies from the board.
- Report to the Board of Directors of Literacy Advance

**Qualifications:**

**The ideal candidate will have the following professional and personal qualities:**

- Verbal and written communication skills.
- Planning skills: ability to practice strategic and long-range goal setting. Personal initiative and a strong work ethic
- Team-building skills.
- Relationship-building: ability to quickly and effectively build relationships and partnerships with people from various backgrounds and affiliations.
- High degree of integrity in professional, personal

life.

- Ability to organize, lead and motivate staff, the Board of Directors and the Community
- Flexible, able to accommodate change.
- Sense of timing and appropriateness, instinctive knowledge of when or where to take which actions.
- 5-7 years of Sr. Management/Executive level experience in managing a diverse staff in the delivery of human services, or closely related types of programs, to vulnerable populations.
- Demonstrated proven experience and results in development and financial management.
- Successful experience in volunteer recruitment, management and retention.

**Education:**

- Master's Degree

**Salary/Hours:** Salary DOE  
Full-time

**Employer/Agency:** Literacy Advance  
**Address:** 2424 Wilcrest, Suite 120  
**City, State, Zip:** Houston, TX 77042

**Contact Person:** Charles Rhoads

**Phone:** (713) 266-8777  
**Email:** [Charlie@lowryrhoads.com](mailto:Charlie@lowryrhoads.com)

**Application Method:** Apply via email at the address listed above

**Opening Date:** Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***