



## Washington English Center – Executive Director Job Announcement September 2019

Washington English Center (WEC) seeks a dynamic, innovative, and experienced Executive Director (ED) to serve as the leader, strategist, and primary spokesperson for the organization. The Executive Director will execute the organization's mission and vision, with primary responsibility for fundraising, strategic planning, financial management, community relations, and administration. The ED will oversee 8 full-time staff, as well as hundreds of volunteer teachers, tutors, and job coaches who are of critical importance to the mission of Washington English Center.

### Key Responsibilities

#### 1. Leadership:

- Provide vision, leadership, and policy guidance for WEC and foster a collegial working relationship among staff and volunteers.
- Implement the policy decisions and directives of the Board of Directors.
- Promote and adhere to the highest standards of honesty, ethics, respect, and integrity within the organization.

**2. Strategic Guidance:** Direct the development and implementation of a board-endorsed long-term strategic and financial plan.

#### 3. Development and Fundraising:

- Work with the Director of Development and Communications in creating and implementing development strategies to solidify and expand the organization's funding base.
- Building on current funding from government and foundation grants, corporate and individual donors, and special events, cultivate relationships with current and potential donors and funders, and take actions necessary to maintain and grow WEC's financial health.

#### 4. Financial Management:

- Oversee a growing budget of approximately \$1 million.
- Approve and otherwise monitor all financial and accounting activities, including the completion of annual audits, and ensure that funds are expended within budget guidelines and funder requirements.
- Direct and prepare an annual budget for presentation to the Board of Directors that will guide the sustainable growth of the organization, and present and distribute accurate and timely financial reports to the Board.

#### 5. Staff Management:

- Oversee the recruitment, retention, supervision, and evaluation of talented staff to ensure the human resources necessary to achieve the organization's mission.
- Direct the development of a successful management team, and plan for orderly successions in managerial positions.

#### 6. Program Management:

- Work with the Director of Academic Programs, the Director of Employment Programs, and the Director of Volunteer Programs to ensure all programs achieve their intended impact.
- Plan programmatic expansion and overall growth and evaluate programs on a regular basis for impact, relevancy and quality, including volunteer training and recruitment.

**7. Administration:**

- Oversee all operations and activities at WEC and ensure the maintenance of organizational records, files, documents, and archives (e.g. tax and nonprofit status documentation, insurance, HR manuals, policy and procedures, etc.).
- Oversee maintenance of databases and leverage their capabilities to ensure the organization is fully equipped to carry out its mission in an efficient manner.

**8. Marketing Outreach and Communications:** Work with the Director of Development and Communications to formulate a comprehensive marketing and communications strategy to raise WEC's visibility in the community and continuously attract new students, volunteers, and donors.

**9. Community Relations:**

- Represent (and provide leadership for staff, board, and volunteers who represent) WEC in the community, including with other nonprofit organizations.
- Maintain and develop strategic relationships with influential supporters.

**10. Develop Partnership with Board of Directors:**

- Uphold and adhere to the bylaws and policies of WEC.
- Attend and participate in Board and committee meetings.
- Report regularly to the Board of Directors and otherwise ensure that the Board is fully informed of WEC activities and events that may affect the organization's well-being.
- Working with the Board Chair and the Governance Committee, actively participate in board development, orientation, and ongoing training.

**Professional Qualifications**

- Demonstrated success in leading a nonprofit organization
- Proven fundraising skills using a full range of fundraising strategies
- Excellent written and oral communication skills
- Managerial experience supervising staff
- Experience managing a budget over \$500,000
- Interest in working with programs serving the immigrant community
- Bachelor's degree or equivalent experience

**Additional Attributes**

- Advanced degree a plus
- Knowledge of governmental, nonprofit, funding, and/or immigrant communities in the Washington, DC area a plus
- Managerial experience in education or ESOL a plus
- Fluency in Spanish a plus

Salary will be commensurate with experience.

To apply, please email a thoughtful cover letter, addressed to ED Search Committee, describing your interest and qualifications. Please include your resume and salary requirements and send to [edsearch@washingtonenglish.org](mailto:edsearch@washingtonenglish.org) (Subject Line: Application). Please submit by September 30, 2019.

Washington English Center is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply.