Tri-County Literacy Center
Serving Warren, Washington and Saratoga Counties

NOTICE OF VACANCY

Executive Director
$64, 535.56/year plus benefits
40 Hours/Week, remote, some nights & weekends

Tri-County Literacy Center, Inc. is seeking a dynamic individual for Executive Director to carry out the agency's mission of creating a literacy rich community. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization, as well as fundraising, marketing, and community outreach. Must be able to work independently and as part of a team, exercise professional judgment, handle multiple tasks, and be able to work with diverse populations. Experience writing and administering grants a plus. Familiarity with QuickBooks a plus. Must be able to meet NYS certification requirements.

See the Executive Director Position Description for full scope of responsibilities.

Mail or email cover letter, resume, and three professional references to:

Guinevere Forshey
trilitboard@gmail.com
Tri-County Literacy Center
251 Glen Street, Glens Falls, NY 12801

Priority consideration will be given to resumes received by **November 30, 2026**.
Applications will remain open until filled.
EOE/AA Employer

Executive Director - Position Description

Tri-County Literacy Center, Inc.

(version 10/1/2020)

The Executive Director is the key management leader of Tri-County Literacy Center, Inc. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other duties include fundraising, marketing and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

Board Governance: Works with the board to fulfill the organization's mission.

- Responsible for leading Tri-County Literacy Center, Inc. in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability:

- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for fundraising and developing other revenues necessary to support Tri-County Literacy Center, Inc.'s mission.
- Responsible for the fiscal integrity of Tri-County Literacy Center, Inc., to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

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

- Responsible for implementation of Tri-County Literacy Center, Inc.'s programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Tri-County Literacy Center, Inc. can successfully fulfill its Mission into the future.
- Responsible for the enhancement of Tri-County Literacy Center, Inc.'s image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible effective administration of Tri-County Literacy Center, Inc. operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Actual Job Responsibilities

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Supervise, collaborate with organization staff, volunteers and learners.
- Strategic planning and implementation.
- Planning and operation of annual budget.
- Serve as Tri-County Literacy Center, Inc.'s primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Tri-County Literacy Center, Inc.'s Mission.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Oversee organization Board and committee meetings.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Professional Qualifications Needed:

- A bachelor's degree.
- Transparent and high integrity leadership.
- Five or more years senior management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.

- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.