

## **JOB DESCRIPTION**

### **Executive Director**

The primary function of the executive director is to manage the day to day operations of the Certified Literate Community Program organization; promote literacy with high ethical and professional standards; develop support for and assist with implementation of the Certified Literate Community Program; direct activities to meet the goals of the local board of directors.

### **Performance Responsibilities:**

#### **Administrative:**

Report directly to the CLCP board of directors.

Coordinate with the board chairperson to carry out CLCP activities.

Promote literacy in the community.

Prepare annual reports as required by DTAE.

Prepare summaries, fact sheets and other data as needed for promotion of literacy programs and issues.

Assist in planning, developing and implementing a plan to reach and serve potential students.

Recruit students for and support retention efforts of all literacy providers.

Support board committees.

Recruit volunteers and secure volunteer training.

#### **Resource Management:**

Seek funding sources for CLCP activities.

With treasurer and/or finance committee, prepare budget.

Maintain financial records.

Provide fiscal management of grants when CLCP serves as fiscal agent.

**Public Relations/Marketing/Community Outreach:**

Market CLCP to business and industry, civic groups, and others.

Promote community awareness of the social, economic, and cultural benefits of literacy.

Promote literacy, from preschool to adult, through creative event-oriented promotions and programs that bring public awareness and media attention and that involve the whole community.

Establish and maintain media-support for the program.

Offer resource referral to students as needed.

**Professional Development:**

Attend conferences and seminars appropriate to the work of the CLCP.

Maintain professional certification.

Attend CLCP quarterly state meetings and CLCP annual retreat.

**Interagency Collaborations:**

Act as liaison to DTAE, GA CLCP Directors' Professional Association, local agencies, local government.

Serve as CLCP representative to advisory committees, community boards and civic organizations.

Participate with other agencies to identify common needs and to develop community programs to meet those needs.