

Date: April 17, 2024

Job Title: Executive Director

Classification: Full-Time, non-exempt

Direct Report: Board of Directors

Compensation: \$65,000-75,000 annually, commensurate with experience



Timeline: The priority application deadline for this position is **May 17**. Interested candidates should make every effort to apply by this date. After this date, if a candidate has not been selected, applications will be considered on a rolling basis.

About Books for Keeps (BFK): Books for Keeps exists to inspire joyful experiences around literacy that children can forever associate with learning. Founded by volunteers in Athens, GA in 2009, Books for Keeps has since distributed more than 1,312,000 books to children, teachers, fellow peer agencies, and other individuals in Georgia through its various book access programs. Alongside book distribution, the BFK team coordinates a local literacy mentoring program, community engagement opportunities around Georgia, and collaboration with literacy-focused agencies across the country.

In 2023, Books for Keeps experienced tremendous growth and change in order to fulfill the 2020-2023 Strategic Plan. The staff answered the challenge to “Go Deeper” and “Partner” by creating and executing the Storytellers Literacy Mentor Program with the help of Creature Comforts Brewing Company. This programming addition allowed the organization to leverage the book access they have sought so hard to create over the last decade. Further, the organization has worked to provide further opportunities to provide book access by way of the PreK Book Bundles program, the Dolly Parton’s Imagination Library and various community events through use of the bookmobile. These changes allowed the organization to adapt its mission, vision, and values in a way that better reflected the needs of its service communities.

The role: Books for Keeps seeks an Executive Director to enthusiastically steer its three distinct program areas into the organization’s next era. Guided by a shared exuberance for the mission, an existing strategic plan, firm financial footing, and a track record of success, the next Executive Director has the opportunity to meaningfully ensure that all people that come into contact with the organization can have a lasting, positive relationship with reading that can forever be associated with learning.

The Executive Director is responsible for the overall administration and management of Books for Keeps, including fundraising, business operations, and educational programs. They direct planning and evaluation, policy development and administration, personnel and fiscal management, and public relations.

Key Responsibilities: Like all leaders of small nonprofits, the next Executive Director should bring a balanced approach as a visionary and operational executive. They should have the capacity for organized, focused work, an ability to manage multiple projects, and an openness to changing situations and opportunities. Keen self-awareness and high emotional intelligence are also highly valued. Specific areas of responsibility include:

Strategy, Vision, and Leadership

- Enthusiastically guide strategic direction for Books for Keeps’ mission, vision, and goals in collaboration with the Board of Directions, staff and stakeholders.

- Foster a culture of integrity, connection, belonging, enthusiasm and effective internal communication.
- Advance diversity, equity, and inclusion throughout internal policies, operations, and organizational culture as well as programmatic initiatives.
- Maintain ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Set measurable goals and take actionable steps toward achieving the strategic objectives identified in the 2024-2027 Strategic Plan. Monitor and report timelines, resources, and activities related to goals to the Board of Directors.
- Collaborate with staff and Board to develop strategies that expand financial and human resources as well as programs that benefit underserved and under-resourced students.

Fundraising, Advocacy, and Partnerships

- Overseeing the fiscal integrity of Books for Keeps, to include submission to the Board a proposed annual budget and regular, accurate financial statements, in accordance with the organization's Financial Oversight Policy.
- Management of finances in a way that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- With the Director of Development and Board members, ensure a comprehensive fundraising strategy that includes annual and long-term plans to expand fundraising and earned revenue activities that support existing programs, general operations, and long-term financial goals.
- Cultivate relationships with individual, corporate, and institutional funders, including identifying new prospects and engaging lapsed donors. Serve as the primary solicitor for support from major institutional, corporate, and individual donors.
- Enhancing BFK's image by being active and visible in the community and by working with other professional, civic, and private organizations.

Organizational Development and Management

- Direct and develop a team of professionals with a human-centered approach that values transparency, collaboration, and autonomy.
- Ensure organizational values of integrity, connection, belonging, and enthusiasm are infused in program design, delivery, and the experiences of staff, volunteers, students, and community members.
- Manage day-to-day operations, including human resources, finances, legal and regulatory compliance, and facilities management, in collaboration with staff.
- In partnership with staff, manage all programs, services, and activities to ensure that program objectives are met. Alongside development staff, ensure compliance with funding sources and regulatory requirements.
- Implement Board-approved and staff-advised personnel policies. Facilitate strong working relationships, clear communications, and effective decision-making among staff and volunteers.
- Nurture a strong relationship with the Board of Directors; seek and support Board involvement in the organization's strategic direction; serve as a liaison between Board and staff.

- Direct budget preparation, manage income including grants and contracts, monitor expenditures, support long-range budget planning and analysis, and administer grant awards in accordance with funders' regulations.

Preferred Experience, Skills, and Qualities

The position of Executive Director requires a diverse set of skills and experiences. The Board is seeking qualified candidates who can lead the organization with vision, skill, empathy, and creativity. While we understand that no single candidate can possess every qualification listed below, the following are priority areas:

- No less than 5 years of leadership roles in nonprofit, public sector, or education settings; experience in arts, youth services, or K-12 schools is highly valued but not required.
- A strong equity and justice frame, with high levels of emotional intelligence, integrity, cultural humility, and interpersonal skills.
- A hands-on and approachable work style, comfort with technology, and an ability to work in a highly collaborative environment to build positive and mutual relationships with students, board members, staff, volunteers, and the community.
- Adept fundraising skills and the ability to secure long-term relationships with foundations, corporations, and individuals through annual giving and signature events. A broad network within the local, national, and international writing, publishing, and funding communities is considered a plus.
- Excellent organizational management practices, including budgeting, financial management, human resources, grants, contracts, facilities management, and legal compliance.
- Past work with or serving on a nonprofit board. Understanding of the importance of governance, board development, and collective decision-making.
- Experience and understanding working with youth and school-based partners.

COVID-19: Books for Keeps requires all employees to be vaccinated against the COVID-19 virus. The organization will consider requests for exceptions to this policy when necessary to provide reasonable accommodation for an employee or applicant's disability or sincerely held religious belief or practice.

Benefits and salary:

- Healthcare benefits
 - Opportunity to access group individual healthcare benefits paid for by Books for Keeps up to a monthly maximum of \$500
 - Those waiving the option to access group healthcare benefits are eligible to receive a health stipend to be distributed monthly and used at the employee's discretion
- 12 paid federal holidays
- Generous paid time off available following the successful completion of first 90 days review
 - Books for Keeps utilizes a "minimum paid-time off" leave structure that encourages all staff to take at least one additional day of paid-time off each month and five consecutive days off at least once per year.
- Opportunity for annual year-end bonuses after completion of first year of employment
- Flexible working hours and location to be co-authored with employee
- Monthly mental health reimbursement of \$50 to encourage out-of-work activities
- Simple IRA contribution of 3%

Books for Keeps is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

Position timeline and how to apply: To apply, please submit a cover letter and resume through the submission link on our website at <https://www.booksforkeeps.org/about/team>. The priority application deadline for this position is **May 17**. Interested candidates should make every effort to apply by this date. After this date, if a candidate has not been selected, applications will be considered on a rolling basis.