



ENGLISHATLARGE

Now Hiring: Executive Director

ABOUT ENGLISH AT LARGE

Founded in 1970, English At Large (EAL) is a nonprofit that helps adult immigrants gain greater understanding of the English language and U.S. culture through personalized instructional programs designed to support their highest aspirations. Our learners benefit from a large network of volunteers and community partners in Greater Boston committed to their success. We envision a world in which all people have the skills, knowledge, and confidence they need to take advantage of opportunity, enrich their communities, and achieve their life goals. In 24 communities in Middlesex County, EAL empowers more than 200 volunteers to deliver life-changing services to more than 300 immigrants each year. To learn more visit: <http://www.englishatlarge.org>

We currently seek an experienced nonprofit professional to join our small hardworking team as our Executive Director. The Executive Director is the organization's chief administrative officer and is responsible for the day-to-day management of the organization, including supervision of paid and volunteer staff. Primary responsibilities fall into the following categories: programmatic oversight, fundraising, communications and community outreach, and finance and administration. The Executive Director reports to and works closely and collaboratively with the Board of Directors to ensure EAL's success. This is a unique opportunity to join a small nonprofit making a big difference in our community. This is a full-year, in-person position which offers a flexible work schedule and opportunities for professional development.

POSITION SUMMARY

Programmatic Oversight

- Support staff and volunteer efforts to deliver high-quality programs
- Develop deep knowledge of best practices and quality benchmarks specific to the ESOL field; acquire necessary expertise and/or certifications required of the role

Fundraising

- Manage, maintain and support a full calendar of grant writing and fundraising activities, including annual appeals, special events and the annual online auction
- Work closely with the Board of Directors to expand revenues through fundraising and stewardship activities
- Maintain relationships with local funders, including foundations, United Ways, and our MA State Delegation
- Manage the donor database and oversee data entry and gift processing

Communications and Community Outreach

- Publicly represent and communicate the vision, mission and values of EAL to existing and potential funders, community organizations and the media
- Plan and produce high quality communications including newsletters, annual reports, and press releases
- Produce content and continually update EAL's online presence, including social media and website
- Initiate, plan and support events and activities that honor and engage learners, volunteers and community members

Finance and Administration

- Manage the day-to-day operations of the office
- Perform book keeping duties; manage budget and finances in collaboration with the Board Treasurer
 - Perform banking, pay bills, run payroll
- Prepare materials for the annual financial review, in cooperation with the contracted CPA
- Establish and manage vendor relationships
- Serve as the HR Director; recruit, hire and supervise all personnel, both paid staff and volunteers
 - Ensure compliance with current HR best practices
 - Update Personnel Policies as needed

Board of Directors and Committees

- Attend and report at all meetings of the Board and its Executive Committee
- Staff and provide administrative support to Board committees as requested

QUALIFICATIONS

- Experience managing in a non-profit, preferably in adult literacy, immigrant services, education or other related field
- Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders
- Proven success in raising funds through corporate and foundation grants, individual donors, and events
- Experience with budgeting and fiscal management
- Strong written and verbal communication skills with excellent public speaking skills
- Experience in program management and leading staff and volunteer
- Proficient in use of Google Suite, Microsoft Office, QuickBooks and database applications; experience with website management a plus
- Superior organizational skills including the ability to prioritize, establish and meet deadlines, and manage details.
- Personal qualities of integrity, positive attitude, flexibility, and resourcefulness

PREFERRED SKILLS AND QUALITIES

- A passion for the mission of English At Large
- Experience working with diverse populations
- Ability to meet deadlines, work independently and support organizational success as part of the team
- Appreciation for volunteers and experience with volunteer training
- Knowledge of best practices in adult education and curriculum development
- Access to a car with a valid driver's license
- Fluency in Spanish or Portuguese, a plus

Ideally, this is a full-time, 40 hour per week position, which offers a flexible schedule, paid time off, and a salary of \$65,000. We are willing to negotiate both the hours and salary.

To apply: Send a cover letter and resume to Matt Roper, Board Chair at board.president@englishatlarge.org