

Reporting to the Board of Directors, the Executive Director (ED) will assume and maintain responsibility for Literary Cleveland's staff, day-to-day operations, finances and programs. The ED will assure that the staff executes the organization's mission and strategic and business plans. Through expertise, strong organizational skills, connections and passion, the ED will guide this young organization to an impactful future.

RESPONSIBILITIES

Program & Curriculum Development

- Develop programs and courses for members and guests that support the organization.
- Apply creativity in developing new sources of revenue and services to the region's community of readers and writers.
- Create new partnerships with like-minded entities and individuals to aid the development of new programs for mutual benefit. Oversee and manage program instructor hiring, protocols, pay and evaluations.
- Search for ways to scale existing programming as appropriate, and ensure that all programming aligns with Literary Cleveland's mission.

Fundraising

- Oversee and manage fundraising activities. Collaborate with the membership and development committee and board to execute the annual campaign and annual fundraiser event.
- With the help of the Board, develop and oversee a stewardship program to foster ongoing relationships with members and donors. Ensure the timely issuance of thank you letters to donors and members for their participation.
- Leverage connections around the region to identify ways to increase the organization's influence and visibility.
- Use grant writing experience to execute timely applications aimed at increasing the organization's resources.
- Work closely with board and committee members to plan events for members and guests.
- Oversee the continual updating of the membership and donor database. Execute a program of membership reminders and acknowledgements.

Marketing and Communication

- Act as the public speaker and public relations representative of the organization in ways that strengthen its profile.
- Possess promotional and branding prowess in order to position the organization at the forefront of the literary arts community in Cleveland. Engage with designers on the creation of postcards, promotional material, and annual report.
- Work alongside staff to maintain website and produce email communications that keep members and programming attendees informed about Literary Cleveland's current events.

- Engage local media to foster awareness of the organization, and issue press releases as appropriate.

Financial Management

- Oversee and manage budget as authorized by finance committee and board, including making deposits, reporting deposits, making check requests to finance committee, and ensuring the organization operates within the budget.
- Categorize expenses and communicate monthly expenses and income to the accountant and finance committee.
- Ensure compliance with funders' reporting requirements.
- Review the 990 prepared by the accountant to ensure its accuracy and timely filing.

Administrative

- Work alongside the board's executive committee to conduct official and legal correspondence documents of the organization.
- Develop requisite staffing structure for organization through budgeting and planning process, then oversee and manage all staff and interns.
- Hire and manage all contractors that work with the organization, including the designer and accounting firm, in collaboration with the board.
- Oversee and manage all record-keeping for organization, including setting up a repository of files as directed by board in Dropbox or another similar cloud-based site
- Ensuring staff and volunteer development opportunities.
- Coordinate use, maintenance and organization of physical office space.
- Serve as ex-officio of each committee.
- Request and foster board involvement with strategic direction.
- Delegate and assign tasks to appropriate staff, committee and board members.
- Be willing to oversee and participate in evening and weekend events and committee meetings, as needed. Help organize and attend all board meetings.
- Maintain and promptly update a database of all organizational contacts, including funders, partners, past and present Board members, This database should be accessible by the Executive committee and contain the name, email, phone number, associated organization, and contact notes.

Salary and Benefits

Salary range: \$45,000 - \$55,000. Small monthly medical stipend and matching contribution to a retirement account.

Application Procedure

Please submit a cover letter and resume to litlevelandsearch@gmail.com no later than October 18, 2018.