



**Job Title:** Executive Director

**Organization:** Dyslexia Resource Center

**Location:** Columbia, SC

**Annual Salary:** \$45,000

**About the Organization:**

The Dyslexia Resource Center (DRC) is dedicated to supporting struggling readers in the Midlands of South Carolina. Our mission is to provide affordable and accessible tutoring services, raise awareness of dyslexia and train educators in evidence-based reading instruction to improve literacy outcomes.

**Position Overview:**

The Executive Director (ED) reports to the Board of Directors and oversees the administration, programs, and strategic plan of the organization. This position offers flexible work hours, extensive time off during the summer and a mission-oriented environment. The ideal candidate will be passionate about growing the organization and advancing the services provided.

**Key Responsibilities:**

Leadership and Management:

- Implement and oversee the organization's programs and services.
- Ensure that DRC's mission is consistently articulated and implemented.
- Hire and supervise staff and volunteers.
- Foster a positive and collaborative work environment.

Board Governance:

- Work closely with the Board of Directors in setting the strategic direction for the organization.
- Communicate effectively with the Board, providing timely and accurate information necessary for the Board to function properly and make informed decisions.
- Assist with Board recruitment and orientation.

Fundraising and Financial Management:

- Develop and implement fundraising strategies to ensure financial sustainability of the organization.
- Identify and cultivate relationships with donors, grantors, and other funding sources.
- Prepare and manage DRC's budget, ensuring financial health and transparency.
- Oversee the timely submission of grant proposals and reports.

Community and Public Relations:

- Serve as the primary spokesperson for the DRC, promoting its mission and programs.
- Develop and maintain relationships with key community partners, stakeholders, and media.
- Represent DRC at community events and public functions.
- Oversee the development and execution of marketing and communication strategies.

Program Development and Implementation:

- Ensure that programs and services offered by DRC contribute to the mission and reflect the priorities of the Board.
- Monitor the effectiveness of programs and services, making adjustments as necessary.

- Stay informed about developments in the nonprofit sector that may impact the organization's work.

**Qualifications:**

Education: Bachelor's degree in a related field (e.g., nonprofit management, business administration, education) preferred. Equivalent experience may be considered.

Experience: Minimum of 3 Years experience in a leadership role within a nonprofit or similar organization.

**Skills:**

- Strong leadership and organizational abilities.
- Excellent written and verbal communication skills.
- Proven experience in fundraising, grant writing, and donor relations.
- Ability to work independently and manage multiple priorities.
- Familiarity with the structured literacy landscape in South Carolina.
- Passion for the organization's mission and a commitment to its values.
- Project management experience preferred.

Interested candidates should submit a resume to: **[resume@dyslexiasc.org](mailto:resume@dyslexiasc.org)**

Applications will be received until: **October 18, 2024**

\* Candidate must pass a background check and provide two professional references; a letter of interest is strongly encouraged.