

Organization & Background

Reading Village is a 501(3)(c) non-profit organization in its 10th year of operation headquartered in Boulder, Colorado and working in the Sololá region of Guatemala. Our mission is to empower youth to eradicate illiteracy and lead their communities out of poverty. <http://www.readingvillage.org>.

Our Founder and Executive Director, Linda Smith, has long been witness to the creativity, spirit, and resourcefulness of people living on the margins. It's what fueled her desire to take action in solidarity with them and forms the foundation of Reading Village's powerful and sustainable model for change.

Addressing the primary barrier to literacy – lack of access to books – Reading Village began in 2007 by bringing donations of books to low-resource communities. Interested in expanding and deepening our impact, we designed our **Leaders and Readers Program** that leverages youth leadership, education and literacy to impact a larger population. We are proud to have refined a model that changes the lives of students, families, and entire communities to break the cycle of intergenerational poverty.

We provide high school scholarships and leadership development training for Guatemalan teens. In return, these teens give back to their communities by leading reading activities for young children – in primary schools and for those not able to attend school. The program has grown to include over 100 teens and alumni, thousands of children and six incredible communities. Children in the Leaders and Readers Program have higher than average reading comprehension scores and have developed critical and creative thinking skills not taught in schools. Teens in the program find their voice, self-esteem and develop leadership skills as they read to the children and participate in our workshops. They take on community improvement projects, graduate high school and join our growing numbers of alumni who are finding jobs that can double their family incomes, continuing their studies at university and starting families in which education and literacy are the norm.

Reading Village has an annual budget of ~\$350,000. Our staff in Guatemala consists a full-time National Director, a full-time Community Facilitator and three part-time Community Facilitators. In addition, our full-time Development Manager and a part-time Bookkeeper/Administrative Assistant work in Boulder, CO. We have a 10-person volunteer board of directors located across the U.S.A and Europe. The opening for an Interim Executive Director has arisen due to a medical leave of absence.

Why work for Reading Village

A winning team: Reading Village has an established and passionate team in the U.S.A. and in Guatemala supported by an active and engaged board of directors. <http://readingvillage.org/about-us/team/> This is an exciting time for Reading Village as we seek to build on 10 years of success and grow our impact through program expansion and creative fundraising strategies.

Values & Beliefs: Reading Village has a unique set of values and beliefs that drives our approach and how we walk alongside the communities in which we work. <http://readingvillage.org/about-us/mission-values/> We take seriously our commitment to carry out our mission in a way that is responsible and sustainable. This means that we cultivate trust and solidarity in every engagement, allocate resources efficiently and transparently, and work tirelessly to protect the wellbeing of the youth with whom we work.

The Brief

Purpose of the Role:

- Management of key staff, including National Director, Guatemala; Development Manager; and Administrative Assistant
- Fiscal oversight working in partnership with Bookkeeper and volunteer CFO
- Partnering with staff and board to finalize 2017 goals in a limited number of key performance areas
- Keeping the board informed of organizational progress and concerns through Executive Committee and board meetings
- Leading fundraising campaigns and donor engagement in conjunction with Development Manager
- Engaging with volunteer board sub-committees to advance goals for growing our impact by 2020

Reporting Line:

- Position is accountable to the Board of Directors lead by the Board President, Aaron Smith

Key Deliverables for the Interim Assignment:

- General management of the organization and staff including establishment of performance goals for National Director, Guatemala; Development Manager; and, Administrative Assistant/Bookkeeper.
- Finalize a set of goals for 2017 in the areas of program, organization and fundraising
- Create a detailed budget for 2017 building on existing budget and financials for 2016
- Develop, with support from volunteer board sub-committees, creative ideas for funding a growth strategy for 2020
- Plan for maternity leave of Development Manager in February, 2017

Candidate Attributes:

- At least 5-years' experience managing a similar-sized international NGO
- Ability to quickly get up to speed on Reading Village's day-to-day operations
- Fundraising expertise and experience in growing a non-profit organization to \$1 million
- Skill in guiding and facilitating our volunteer Board

- Self-starter, someone who can step in and assess immediate organizational requirements
- Sensitive to our values and beliefs
- Spanish speaker a plus
- Willingness to accept a part-time interim contract of at least three months with at least some presence in Boulder, Colorado, U.S.A.

Timing, Location, Rate:

- Initial contract term will be a minimum of 3 months and may extend longer
- 30-40 hours per week
- Base location Boulder, Colorado; some off-site work considered
- Rate negotiable within guidelines