



P.O. Box 429, Grand Haven, MI 49417 616-843-1470 readottawa@gmail.com www.readottawa.org

Executive Director (Part-time)

R.E.A.D.

Grand Haven, MI

Hours: average 20 hours per week

Salary: \$18,720 per year

Essential Duties and Responsibilities:

R.E.A.D. (Reading Enables Adult Development) is seeking a new Executive Director to lead a nonprofit that provides free one-on-one tutoring for adults in Northwest Ottawa County who want to improve their literacy skills. The successful candidate will be responsible for overseeing all aspects of the organization and ensuring that R.E.A.D. is operating efficiently and effectively.

The Executive Director reports to the Board and is responsible for managing the direct operations, completing timely grant and organization reports, engaging in and initiating fund development and organizational planning. The Executive Director serves as the spokesperson for the organization with the expectation of maintaining a positive and productive relationship with all stakeholders.

Full Job Description and detailed requirements can be found here:

www.readottawa.org

To Apply:

Please send resume and cover letter to: Susan Lowe, Executive Director, susanloweread@gmail.com or mail to R.E.A.D., P.O. Box 429 Grand Haven, MI 49417 by August 31, 2018.