



Lead to Read KC

Executive Director

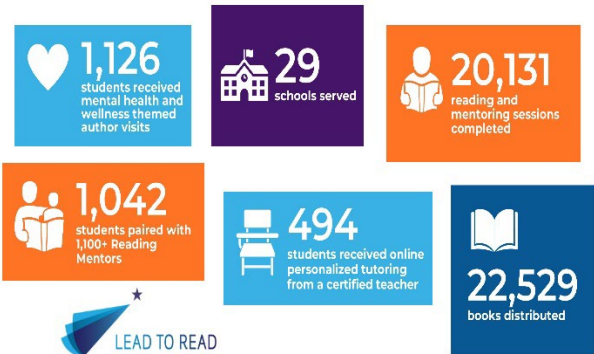
Lead to Read KC

Literacy is one of the most important indicators of future academic, professional, and personal success for our young people. The sad reality is that, in Kansas City’s public and charter schools, only 20% of 3rd graders are reading on grade-level. Students who can’t read by third grade are more likely to drop out of school and more likely to enter the juvenile justice system. Lead to Read KC fervently believes that this course can and must be corrected in order to safeguard the futures of the next generation.

Founded in 2011 by former teachers Lynn and Jean Rundle, Lead to Read KC aims to support the social, emotional, and reading skills foundational for student success by advancing literacy and mobilizing community. Lynn and Jean believed the problem went deeper than the fact that kids weren’t reading – rather, it was a larger challenge around the relevance and importance of reading. Through reflection, research, and consultations with school and community leaders, Lynn and Jean launched Lead to Read KC to shift the culture around reading and literacy in Kansas City-area schools.

Today, Lead to Read KC mobilizes over 1500 volunteers to work one-on-one with high-need students on a weekly basis. By bringing in reading role models to work with students in schools, Lead to Read KC helps build enthusiasm for literacy while encouraging students to draw connections between reading and their future success. From its humble beginnings as a small volunteer group going into schools, Lead to Read KC has grown and expanded to serve students and communities through four key areas of focus: **reading and mentoring, tutoring, author partnerships, and book distribution.** Lead to Read KC’s leadership team and field staff are dedicated to programmatic excellence, community engagement, and moving the needle on literacy indicators. Through community-building efforts around literacy, the mobilization of literacy advocates, and the deployment of literacy best practices in schools, Lead to Read KC marches towards a future where our young people have greater opportunities to grow, develop, and flourish alongside our city and community.

LEAD TO READ KC'S IMPACT 2022-23 school year



The Opportunity



Lead to Read KC is seeking a collaborative, operationally excellent, and personally dynamic leader to serve as their next Executive Director. Reporting to the Board of Directors, the Executive Director serves as the strategic, functional, and operational head of Lead to Read. Working closely with the leadership team, the Executive Director will build on Lead to Read KC's strong financial and operational foundation to prepare for continued growth and scale, increase accountability, and deepen the organization's impact.

Roles and responsibilities for this position include, but are not limited to, the following:

Executive Leadership and Organizational Management

- Ensuring the organization's day-to-day and long-term operations are mission-aligned and professionally and ethically administered.
- Identifying and planning for organizational growth and resource development while maintaining knowledge of significant developments in education and literacy fields.
- Building an inclusive culture for all employees and motivating staff through oversight of hiring, professional development, performance management, compensation, and benefits.
- Establishing organizational goals and objectives with the Board, staff, and other leaders.
- Leading the strategic planning process for the organization and engaging relevant stakeholders.
- Leading efforts around diversity, equity, and inclusion through hiring processes, organizational policies, and shaping cultural norms.

Board Relations

- Attending all Board meetings and providing updates on current work, ongoing projects, and progress towards key organizational goals and success metrics.
- Building relationships and maintaining strong channels of communication with all Board members.
- Implementing inclusive Board policies/procedures and building buy-in for Board decisions among staff.
- Engaging with the Board on governance matters and serving on relevant committees.
- Identifying and recruiting new board members.

Finance and Fundraising

- In partnership with the Director of Development, fundraising and identifying new and diverse revenue sources for the organization including grants, community partnerships, philanthropy, and private donors, as well as planning and executing fundraising events.
- Identifying and cultivating relationships with individual, corporate, and institutional supporters of Lead to Read KC.
- Ensuring organizational financial sustainability by developing a robust fundraising and development strategy.
- Ensuring maximum resource utilization within budget guidelines for optimal organizational financial position.
- Managing the organization's budget and forecasting future finances according to relevant laws and regulations.
- Preparing and administering the annual budget with Board approval.

Programming, External Relations, and Communications

- Serving as the external face and voice of the organization to community partners, media outlets, and funders at conferences, events, and public gatherings.
- Building meaningful and engaging relationships with a network of school partners, strategic partners, and mission-aligned service organizations.
- Ensuring high visibility to funders, partners, and the public to build interest in engaged philanthropy.
- Investigating and evaluating creative approaches to improving literacy rates in the target student population.
- Reviewing programmatic goals and setting growth and expansion targets.
- Developing systems for evaluation of impact and meaningful iteration.
- Overseeing the planning and distribution of key stakeholder communications.
- Identifying media, business, and community partnerships that strengthen the organization’s brand and impact.

Desired Expertise

The ideal candidate will have the below functional, people, and strategic expertise to be successful in the role.

Functional Expertise	People Expertise	Strategic Expertise
<ul style="list-style-type: none"> • 8+ years of successive management experience strongly preferred. • Bachelor’s degree required, or equivalent combination of education and experience. • Experience working with a Board of Directors is strongly preferred. • Proven project and program management skills. • Strong budget management skills and grant experience. • Familiarity with nonprofit landscape and operational context. • Experience managing volunteers and volunteer committees. • Significant experience with strategic planning, consensus-building, and facilitation. 	<ul style="list-style-type: none"> • Strong leadership qualities that inspire, empower, and guide a team. • Inclusive collaboration skills, a joyful orientation, and emotional intelligence. • Experience building positive relationships internally and externally. • Excellent oral and written communication skills and storytelling ability. • Personal responsibility, accountability, and time management skills. • A level of composure and the ability to stay poised and polished under stress. • Consistent and uncompromising adherence to moral and ethical principles. 	<ul style="list-style-type: none"> • Critical thinking and problem-solving skills. • The ability to balance tactical execution of day-to-day tasks with strategic execution of the organization’s vision. • The ability to operate with flexibility and adaptability. • A change management skillset, and an orientation towards building systems, processes, and procedures. • Actionable passion, drive and commitment to diversity, equity, inclusion. • A clear passion for education, literacy, and the Kansas City student community.

Compensation and Benefits

The projected compensation range for this position is **\$90,000 to \$115,000 annually** and will be in accordance with the background and experience of the selected candidate. More details about employee benefits can be provided upon request.

Location

This position is located in the Greater Kansas City metropolitan area. General working hours are Monday – Friday, 9 a.m. – 5 p.m., and some member and donor cultivation events may occur on occasional evenings and weekends. Lead to Read KC employees enjoy the flexibility of working from home as needed and as appropriate. As such, candidates currently living outside of the area must be willing to relocate to the Kansas City region.

Greater Kansas City has earned a reputation for being one of the nation's best places to live and work. It is routinely the recipient of awards and recognition such as being named by Far & Wide magazine as one of the most livable Cities in the U.S. in its 2023 rankings. Kansas City is home to outstanding cultural and arts facilities and major athletic teams, the region has achieved numerous for high rankings in charitable giving, affordability, raising a family, the redeveloped downtown, technology, museums, sports facilities, and culinary accomplishments. Kansas City is also home to four professional sports teams: Sporting Kansas City (Major League Soccer), the Super Bowl Champion Kansas City Chiefs (National Football League), the Kansas City Royals (Major League Baseball), and the Kansas City Current (National Women's Soccer League) For a listing of relevant rankings in 2022 and 2023, please see the following:

[2023 RATINGS & RANKINGS](#)

[2022 RATINGS & RANKINGS](#)

More information about Kansas City and the region can be found at:

- Visit Kansas City www.visitkc.com
- Welcome to Kansas City Video www.vimeo.com/kcadc
- Kansas City Area Development Council www.thinkkc.com
- Greater Kansas City Chamber of Commerce www.kcchamber.com
- Mid-America Regional Council www.marc.org

Application

CBIZ EFL Associates, a retained executive search firm, is partnering with Lead to Read KC on this important and exciting search. All calls and inquiries regarding this search should be made directly to the search firm. Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled. Interested candidates should email a current résumé or CV to the email addresses listed below.

Non-Discrimination

CBIZ EFL Associates and Lead to Read KC maintain a policy of non-discrimination in employment and complies with and supports all federal, state, and local laws regarding discrimination in employment. Specifically, the organizations do not discriminate in employment opportunities or practices on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin or ancestry, age, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by federal, state, or local law. Decisions regarding recruiting, hiring and promotion are made on the basis of individual qualifications related to the requirements of the position. Likewise, the administration of other human resources matters such as compensation, benefits, transfers, reductions-in-force, recall, training, education, and social/recreational programs are free from any discriminatory practices.

Contact

For all inquiries, nominations, or applications, please contact the following members of the CBIZ EFL Associates team.

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