



DC Regional Director

Washington, DC

ABOUT THE LITERACY LAB: The Literacy Lab is a fast-paced, Washington, DC-based non-profit organization whose mission is to provide low-income children with individualized reading instruction to improve their literacy skills, leading to greater success in school and increased opportunities in life. We partner with school districts to add capacity in high-need schools to close the literacy achievement gap for children before third grade.

POSITION: The Regional Director leads The Literacy Lab's work in the DC metro region with the goal of making measurable progress towards closing the literacy achievement gap. The Regional Director has responsibility for programs, strategy, partnerships, development, management, and finance in the region. The Regional Director is responsible for developing, managing, and building a strong culture within their team of regional staff members. The Regional Director is a key member of the organization's leadership and is expected to exemplify The Literacy Lab's core values and organizational culture while striving to continuously improve the organization and its impact.

Areas of Responsibility: The Regional Director reports to the Managing Director and is primarily responsible for the following:

Ensuring programmatic excellence and bringing about measurable gains in students' literacy skills by:

- Overseeing programmatic implementation and ensuring fidelity
- Collaborating with the recruitment, program, training and coaching, and data departments on the national team to accomplish programmatic objectives
- Leading a culture of data-informed decision making by integrating data review into regular programmatic planning
- Exemplifying The Literacy Lab's customer service approach with partners
- Ensuring that all programs are in compliance with various grant regulations and agreements, including AmeriCorps and other federal grants
- Ensuring that local recruitment draws in a diverse, talented pool of full-time tutor candidates and that all 100+ positions are filled with high-quality tutors
- Overseeing successful implementation of the Leading Men Fellowship program within the region

Ensuring that the necessary resources are in place for the region to be sustainable and diversified by:

- Constantly seeking new opportunities to further the organization's mission and goals
- Developing and stewarding relationships with funders, government officials, school district leaders and others over time through meetings, site visits, and other events

- Being aware of local and national trends impacting the work in the region and making plans to respond accordingly with urgency. Looking over the horizon to see what is coming next and making plans to be one step ahead
- Executing on the organization's strategic priorities in a regional context
- Working to ensure that the organization's diversified funding model is in place in the region and that all components are developed, stewarded, and monitored (federal, state, and local grants, school contracts, philanthropic support)
- Collaborating with the Director of Advancement to ensure that grants submitted are accurate, compelling, and aligned with the region's needs and strategy

Ensuring that the organization's resources are used carefully by:

- Monitoring the regional budget in collaboration with the Director of Finance and adjusting as necessary
- Ensuring that all resources are used in a way which does the most possible to further the organization's mission; making decisions with resource allocation in mind
- Planning all operations, events, and regional activities with an eye towards doing the most with the least through careful planning and by creatively seeking opportunities

Providing effective management and building and leading a strong regional team by:

- Attracting, hiring, motivating, and developing a team of diverse and talented staff members
- Holding high expectations for all staff members and providing feedback and opportunities for team members to continue to grow, develop, and strive to do more
- Ensuring that the proper infrastructure exists and maximizing performance of all people and resources
- Managing a multi-layered team of 15 people to reach ambitious goals and key objectives
- Creating an inclusive workplace environment that makes people want to work at The Literacy Lab

Raising the profile of the organization and playing a leadership role in the local community by:

- Being an active participant in local collaboratives, networking groups, initiatives and other such opportunities to raise the profile of The Literacy Lab
- Actively seeking and creating opportunities to represent the organization at speaking engagements, conferences, and events and in the media

Serving as a leader across the organization through a relationship-driven approach by:

- Exemplifying our core values in all interactions with all internal and external constituents
- Serving as a mentor and role model to other staff members and being an active participant in organizational projects and initiatives
- Exercising good judgment when facing new challenges and viewing situations through multiple lenses to weigh options and determine the best course of action
- Leading with integrity and demonstrating an optimistic, growth- and solution-oriented mindset in the face of challenges

QUALIFICATIONS: We are seeking candidates with:

- A deep commitment to closing the achievement gap
- Demonstrated success managing individuals and teams using a relationship-centered approach
- A track record of leadership, taking initiative, going above and beyond, and relentlessly

pursuing results

- The ability to work independently and collaboratively in a fast-paced environment
- Strong problem-solving skills, the ability to manage projects with minimal direction, an entrepreneurial growth mindset, and a can-do attitude
- Excellent organizational skills and meticulous attention to detail and deadlines
- A focus on continuous improvement and open to feedback and guidance
- The capacity to manage multiple demands and shifting priorities
- The ability to face challenging situations calmly and competently
- Strong interpersonal and professional communication skills; comfort engaging with a variety of audiences; personable and engaging
- Working knowledge of Microsoft Office 2010 (or later) software, especially Word and Excel
- Experience working in education, a related field, or with high-need communities preferred
- Bachelor's Degree required

Work Demands

- Willingness and ability to go above and beyond to learn about the local education landscape and establish oneself as a key partner and leader in the local movement to close the literacy achievement gap
- Ability to work occasional evenings and weekends
- Ability to travel within the region daily and out of town to Literacy Lab-related events, conferences, and trainings for 5-10 nights per year

COMPENSATION AND BENEFITS:

This position offers competitive compensation, a flexible work environment, employer-paid health, dental, and vision insurance, employer-paid short and long-term disability insurance, employer-paid life insurance coverage, a commuter benefits plan, a 403b retirement plan, and paid vacation.

The Literacy Lab is an equal opportunity employer. The Literacy Lab's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication, or status as a veteran.