

+ Job Description



+ About Us

The Village of Reading is a non-profit organization that prevents youth violence and builds stronger, safer communities. We are committed to empowering young individuals and providing resources and support to create lasting positive change.

+ Job Summary

The Village of Reading seeks a passionate and dedicated part-time Executive Director (ED) for an ideal entry-level position in the non-profit sector. This role is particularly suited for someone looking to make a meaningful impact and already working with youth in a direct services capacity. The successful candidate will be pivotal in advancing our mission and enhancing the lives of the youth we serve.

+ Key Responsibilities

1. Leadership and Strategy:

- Provide visionary leadership to drive our organization's mission and goals
- Contribute to the development and execution of strategic plans
- Nurture a collaborative and inclusive organizational culture

2. Program Management:

- Oversee and evaluate the effectiveness of our youth violence prevention programs
- Collaborate with our dedicated team and volunteers to improve program quality
- Ensure programs align with our mission and objectives

3. Fundraising and Development:

- Identify and pursue funding opportunities, grants, and partnerships
- Cultivate relationships with donors, sponsors, and stakeholders
- Assist in the management of fundraising campaigns and events

4. Financial Oversight:

- Manage the organization's budget and financial resources effectively

- Ensure compliance with financial regulations and reporting requirements
- Work with the board to secure financial stability

5. Community Engagement:

- Build positive relationships with community partners, schools, and local agencies
- Act as a representative of the organization at community events and meetings
- Advocate for youth violence prevention initiatives.

6. Team Management:

- Participate in recruiting, training, and supervising staff and volunteers
- Foster a supportive and collaborative team environment

+ Qualifications

- A strong commitment to our mission and values
- Previous experience working with youth in a direct services role is highly desirable
- Demonstrated leadership and organizational skills
- Excellent written and verbal communication abilities
- Passion for entering the non-profit sector and making a difference
- Ability to work effectively with diverse populations

+ How to Apply

If you are enthusiastic about our mission and believe this is the right opportunity for you to start or advance your career in the non-profit sector, please submit your resume, cover letter, and references to info@thevillageofrdgtvor.org

The Village of Reading is an equal-opportunity employer, and we encourage candidates from all backgrounds to apply.

Note: This part-time position requires 20-25 hours per week, making it an ideal opportunity for someone seeking an entry-level role in the non-profit sector or for those already working with this population in a direct services capacity.