



Position Profile: Executive Director

Books are Wings, a 501c (3) non-profit organization located in Pawtucket, Rhode Island, is seeking a motivated, entrepreneurial non-profit leader to serve as full-time Executive Director, who will work in partnership with members of the Board to lead the organization and oversee its operations and programs. Books Are Wings works to engage students in their classrooms, at school functions, community events and at afterschool and summer learning program sites to provide every child with regular access to books and the opportunity to experience the joy of reading. Books Are Wings believe that offering books to children in different environments instills a consistent message that reading is not just schoolwork - it's a way of life! www.booksarewings.org

As an Executive Director, you will report to the Board of Directors and will primarily focus on managing day to day operations, fundraising and established programming. The Executive Director must have experience working in a non-profit organization. The ideal candidate will have experience in organizational leadership, fund development, grant writing, finance and budget management, community programming and volunteer coordination, and building diverse partnerships with schools and other for-profit and non-profit organizations.

Position Summary:

Duties and Responsibilities Include:

- Responsible for strategic oversight and implementation of all operations of the organization, serving over 5,000 children annually.
- Work with the Board of Directors on strategic initiatives and plans for implementation programs using data-driven research and key community partners.
- Partner with the Rhode Island Campaign for Grade Level Reading, Rhode Island Kids Count, Rhode Island Department of Education, and Rhode Island Association for the Education of Young Children.
- Develop and execute fundraising strategies with granting foundations, corporate contributions and individuals.
- Provide oversight on operational budget including revenues and expenditures
- Develop and manage strategic program partnerships across the state with a focus on four core cities, totaling over 100 community partnerships.
- Coordinate and engage staff, volunteers, board members, committees, partnering organizations, and funders in Books Are Wings' programming.
- Manage and direct all aspects of communications, including all fundraising appeals, programmatic communications and newsletters to funders and community partners.
- Develop and manage the book donation program (averaging 75,000+ a year).
- Additional duties as outlined by the Board of Directors.
- Some nights and weekends are required for programming, board and committee meetings.

Skills and Qualifications:

- 3- 5 years of experience in a non-profit organization.
- Experience in managing operational budgets.
- Supervisory experience with cross-functional staff and volunteers.
- Skilled in interpersonal written and verbal communications.
- Strong organizational skills.
- Possess the ability to utilize online database systems, Google Workspace, and more
- The ability to work independently, to take initiative and to manage multiple tasks.
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels.
- Must have a valid driver's license and vehicle.
- As this position interfaces with children, a criminal background check will be required.
- Able to lift and move objects up to 40 pounds

Salary Range: \$50,000 - \$70,000

This is an exciting opportunity for an experienced values-based non-profit leader who believes in the mission and vision of Book Are Wings. Total compensation package will be commensurate with experience and qualifications.

Books Are Wings is an Equal Opportunity Employer. BAW does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, medical condition, national origin, veteran status or any other status protected under federal, state, or local law. All employment is decided on the basis of qualifications, merit, and business need.

How to Apply

- Email resume, cover letter explaining why you are a good fit for the position, and three references to the Books Are Wings Board Chair John Geysen at jgeysen@gmail.com.
- We will be accepting applications through November 18.
- Planned start date as soon as possible.