



## EMPLOYMENT OPPORTUNITY: DEPUTY DIRECTOR

**4/9/2018**

### **POSITION SUMMARY**

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Read Charlotte is a community initiative that unites families, educators and community partners to improve children's literacy from birth to third grade. Housed under the Foundation For The Carolinas, Read Charlotte coordinates and aligns people, resources and data to support proven practices and programs to reach our goal of doubling the percentage of third grade students reading at grade level in Charlotte-Mecklenburg Schools (CMS) from 39% in 2015 to 80% by 2025.

Read Charlotte is hiring a **Deputy Director** to assist with managing internal operations and manage key strategic initiatives. This is a new position. A member of a dynamic six-person team, the Deputy Director will work closely with team members leading research, data, communications and community engagement functions. This position will align and develop foundational approaches across the Read Charlotte team that continuously improves our internal capacity to execute on our strategic priorities and create systems change.

Reporting to the Executive Director, the Deputy Director will be part of a small team responsible for driving Read Charlotte's work forward. This is a full-time, exempt position.

### **PRIMARY RESPONSIBILITIES:**

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The Deputy Director will provide day-to-day leadership of Read Charlotte's internal operations and key strategic partnerships to drive results. Key responsibilities include:

#### **Internal Operations:**

- Organize weekly team meetings and quarterly team retreats
- Work with Administrative Assistant to track and provide regular reports on organizational finances
- Work with Administrative Assistant to ensure timely submission of grant reports
- Support strong organizational culture focused on high performance, strong execution and continuous improvement
- Serve as internal thought leader for strategy development and planning
- Assist the Executive Director with administration and management of the Transformation Fund as needed

**Oversee Execution of Key Strategies With Community Partners:**

- Serve as lead staff on expansion and growth of Tutor Charlotte initiative with United Way of Central Carolinas
- Serve as lead staff on expansion and growth of Active Reading initiative with Charlotte Mecklenburg Library
- Serve as lead staff on execution of Ready To Read initiative with Child Care Resources Inc.
- Directly supervise new limited term (two-years) literacy coach position to build capacity of local nonprofit providers
- Build and maintain relationships with community partners

**Strategic coherence:**

- Maintaining understanding of current implementation challenges and develop comprehensive solutions to address them
- In partnership with the Executive Director, support partner organizations to align their work (e.g., identifying opportunities for program- and systems-level work to support specific goals)
- In partnership with the Executive Director, act as a neutral arbiter and helping resolve disputes or disagreements in direction among partner organizations

**Strategic Communications:**

- Provide counsel, support, and recommendations on strategic engagement with a variety of audiences
- Design and implement tailored, creative, and innovative solutions to complex challenges
- Anticipate strategic challenges with key stakeholders and partner with team and key partners to resolve
- Work closely with other members of the team to align messages and content and share with key stakeholders
- Represent Read Charlotte at community meetings and events as needed

**Other:**

- Assume other responsibilities as assigned by the Executive Director

**DESIRED QUALIFICATIONS:**

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The right fit is an imperative for a lean organization like Read Charlotte. Below is a list of qualities that we are looking for in the person who takes on this critical role of Deputy Director. If these ring true for you, then we hope you'll apply for this position.

**Approach to Work**

- Collaborative spirit and desire to partner closely with other Read Charlotte team members.
- Exceptionally high personal and professional integrity.
- Maintain confidentiality of all internal materials and information.
- Flexible, creative, and have the ability to work independently or collaboratively as the situation demands. Have no problem taking direction.

- Comfortable with ambiguity and love it when you get to figure things out.
- Reflective and proactively work to grow and improve; a strong "learner" orientation.
- Great at connecting and building deep relationships, especially across lines of difference.
- Deeply understand the need to focus on programs *and* systems.
- Entrepreneurial spirit and "trail blazer" mindset.
- Able to hear the "song beneath the words" and get at what people are really thinking and feeling.
- Can see the forest *and* the trees.
- Do not confuse activity with accomplishment.
- Have an experimental mindset, able to improvise as you go while holding on to a core set of beliefs and principles.
- Incredibly flexible, adaptable and ready to make adjustments given new learning.
- When things are very busy, make smart choices about what to prioritize and what matters most.
- Act with urgency to achieve outcomes for kids.
- Ability to explore multiple interpretations of a situation and evaluate alternative potential interventions.
- Highly interested in people and institutions and how things work.
- Understand when and how to use tact and diplomacy, but also able to deliver direct feedback and have tough conversations when necessary.

### **Demonstrated experience and skills**

- Bachelor's degree and at least 5 to 10 years of relevant work experience with progressively more responsible positions.
- Strong record of coaching and developing others to reach measurable improvements in performance as a manager, professional coach, or consultant.
- Demonstrated success in facilitating multidisciplinary or multi-organizational teams.
- Strong ability to set vision and direction, rally others around a vision, and execute towards ambitious results without a lot of direction.
- Ability to create, plan and manage multiple projects with multiple stakeholders.
- Strong strategic thinking skills and ability to use data and prior experiences to adjust the course of a project and determine future actions.
- Sophisticated ability to build relationships and positively influence others to achieve outcomes.
- Exceptional listener, communicator who can effectively convey information verbally and in writing.
- Past success in continuous improvement.
- Results-oriented and fiercely committed to achieving Read Charlotte's mission.
- Have experience working in a fast-paced, constantly evolving environment.

**Preferred experience and skills**

- Work-related experience with early language and literacy development.
- Prior experience laterally managing peers.

**COMPENSATION AND BENEFITS:**

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Read Charlotte offers a competitive compensation package commensurate with anticipated duties and responsibilities, including comprehensive health benefits.

**TO APPLY:**

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Interested applicants should apply online at [www.fftc.org/careers](http://www.fftc.org/careers) and submit a resume and cover letter to Munro Richardson, executive director of Read Charlotte. No phone calls or faxes accepted. In your cover letter please include your salary requirements and address the following topics:

- Imagine that we have launched a new family literacy workshop. We worked with local partners to develop the program based upon their experience working with families. We aligned the program elements with research and evidence-based strategies. We launched a communications strategy to target families with specific messaging designed to communicate the value of these workshops. We tried to offer the workshops at times and locations that were convenient for families. After two months of effort our participation rate is very low and our partners are feeling demoralized. What are the key questions you would ask at this point? How would you approach finding a solution to this problem?
- Describe a time when you helped a person or organization understand and solve a problem. Explain how you got involved in the effort, your role and responsibilities, your approach and how that experience will be useful as the Deputy Director.
- Tell us about your experience managing detailed, fast moving projects. What are the importance differences between joining an existing project versus starting one from scratch? What are the major lessons you've learned about this type of work?

**Applications for this position will be accepted until 5 p.m. May 4, 2018.**

Read Charlotte is an Equal Opportunity Employer, welcoming people to flourish in an open and inclusive work environment. A diverse pool of candidates is welcomed and encouraged.

## **ABOUT READ CHARLOTTE:**

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Read Charlotte is a collaborative, community-wide movement to double the percentage of third grade students reading at grade level in Charlotte-Mecklenburg Schools (CMS). Today over half of third graders in Charlotte Mecklenburg Schools are **not** reading at grade level. They come from every single school, neighborhood, and income level in the county. If children can't read, they lose confidence, fail in school, and struggle in life. Housed under the Foundation For The Carolinas, Read Charlotte intends to double the percentage of third grade students reading at grade level from 39% in 2015 to 80% by 2025, by starting at birth, working collaboratively, and investing only in programs that work.

Read Charlotte is organized as a backbone organization leading a collective impact focused on third grade reading. Read Charlotte plays a leadership and coordinating role around the important goal of third grade reading, but does not directly operate programs. Read Charlotte's activities can be summed up in four primary areas: research and data, improving systems, strategic funding, and building networks for improvement. The Transformation Fund promotes innovation, capacity building, collaboration, and seeds new programs addressing unmet early literacy needs in Charlotte-Mecklenburg. In addition, Read Charlotte advises area funders on strategic co-funding opportunities. From 2016 to present, Read Charlotte has helped to coordinate \$2.6 million in targeted co-funding for identified strategic investments.

Read Charlotte has a lean staff comprised of six positions: Executive Director, Deputy Director, Data Manager, Administrative Assistant, Communications Manager and Community Impact Manager. (We also had a part-time Research Assistant for the first three years.) The Read Charlotte staff provides leadership for the Initiative through research, coordination, communications and outreach activities. Read Charlotte's Executive Director reports both to the Foundation For The Carolinas and to a 20-member Governing Board comprised of twelve major funders and eight community leaders in Charlotte.

Financial and in-kind supporters include The Belk Foundation, The Duke Endowment, Duke Energy, CD Spangler Foundation, Foundation For The Carolinas, PNC, Bank of America, PricewaterhouseCoopers, Wells Fargo, Skeebo Foundation, Leon Levine Foundation, UNC Charlotte College of Education, Charlotte Mecklenburg Library, Charlotte-Mecklenburg Schools, City of Charlotte, and Mecklenburg County. To date, the Charlotte-Mecklenburg community has committed over \$7 million to support Read Charlotte over the first five years of the initiative.