



1720 St. Bernard Ave. New Orleans, LA 70116

504.930.4412

[www.826neworleans.org](http://www.826neworleans.org)

## *Executive Director Job Description*

---

### *POSITION SUMMARY*

826 New Orleans (formerly Big Class) is a nonprofit organization dedicated to cultivating and supporting the voices of New Orleans' writers ages 6-18 through creative collaborations with schools and communities. We offer free writing programs and publishing opportunities at our Youth Writing Center in the 7th Ward and in schools across the city. Our staff and volunteers help students improve their literacy skills, become published authors, and understand the power of their voices on and off the page. Since 2010 we've served over 4,000 students and created over 100 publications of student work with the help of over 400 volunteers.

Reporting to the Board of Directors, the Executive Director has overall responsibility for 826 New Orleans's operations and strategic plan. The successful candidate will combine a proven track record in nonprofit and/or education leadership with an understanding of 826 New Orleans's mission and program offerings to improve and expand the organization's impact across the city.

With 826 New Orleans staff and volunteers, the Executive Director provides guidance, oversight, and direction for all aspects of 826 New Orleans operations. Specific responsibilities include but are not limited to fundraising, marketing and public relations, staff / volunteer management and development, retail and building operations, financial management, and strategic planning.

After major growth in recent years, opening our Youth Writing Center in the 7th Ward and joining the acclaimed 826 Network, 826 New Orleans is in a strong and steady position with a progressing strategic plan, a talented staff, an engaged board, and well-established funding and community relationships.

### *JOB RESPONSIBILITIES*

#### *Strategy*

- Work with the 826 New Orleans board to develop, implement, and track the progress of a strategic plan for the organization and lead a forward-thinking approach to its staff, leadership, and the entire organization.

- Report to the 826 New Orleans board of directors on programming, fundraising, finances, events, publications, personnel, strategic planning, and other matters; enlist their support as needed.
- Work with 826 National to coordinate the work of 826 New Orleans with the other 826 chapters; represent 826 New Orleans at 826 National meetings, executive director meetings, staff conferences, and other convenings.
- Expand the value of 826 New Orleans's resources for the benefit of underserved youth across Greater New Orleans.

#### *Fundraising and Financial Management*

- Ensure prudent fiscal management of 826 New Orleans, including establishment of salaries, management of expenses, strategic financial planning, and preparation of monthly financial reports and annual budgets.
- Partner with Development Director to create and implement 826 New Orleans fundraising strategy, including grant applications, corporate and private philanthropy, individual donations, and special events.
- Successfully and directly ask individual and other funders for financial gifts; Cultivate and support donors through every stage of a gift; Deliver authentic gratitude, timely information, and individualized attention to donors in our community of supporters.

#### *Programming*

- Partner with Program Director to establish robust educational objectives, and works to achieve them, in support of New Orleans youth and guided by organizational guidelines and 826 National chapter standards.
- Partner with Program Director to oversee all programming, including after-school, in-school projects, field trips, and workshops, including ensuring daily excellence and quality practices, and collecting qualitative and quantitative data.

#### *Marketing/PR/Communications*

- Represent 826 New Orleans and its mission to students, families, funders, volunteers, the educational community, and the media.
- Guide all external relations and collaborations, including website, annual fundraising appeals, and public relations; serve as spokesperson for media appearances and other public speaking opportunities; handle crisis communications.
- Develop and maintain relationships with education and community leaders that will facilitate programming growth.

#### *Operations/Supervision*

- Direct and support staff, interns, and volunteers, to pursue 826 New Orleans's educational mission, in alignment with its values.
- Supervise the staff's work in the areas of programming, volunteer recruitment and supervision, development, publications, and special events.

- Develop 826 New Orleans's culture as a learning organization, providing consistent professional development plans, learning opportunities, regular feedback, advice, and performance reviews.
- Manage all legal and operational issues, including contracts, employment matters, technology, leases and building management, publication and other agreements, and oversight of retail operations.
- Serve as chief organizational signatory.

### *EXPERIENCE AND QUALIFICATIONS*

- Charismatic and inspirational leader and collaborator, who has led healthy, dynamic organizations through growth stages.
- Significant leadership experience in the worlds of education, youth development, and/or the arts.
- Strong and diverse network of connections throughout Greater New Orleans.
- Ability to balance multiple, conflicting priorities with patience.
- Community builder who works to build support systems in which everyone can thrive.
- Outstanding written, oral, and interpersonal communication skills.
- Proven record as a successful fundraiser who generates innovative ideas to help meet or exceed fundraising goals.
- Experience working with many different cultures and constituents, including donors, partners, families, teachers, youth, volunteers, and staff.
- Creative, resourceful problem-solver who knows how to access and apply community expertise for the good of the organization.
- Passionate about writing and creativity, and its crucial role in social and racial justice, as demonstrated through previous work and/or volunteer efforts.
- Works to cultivate a sense of possibility that allows for creativity, joy, humor, and weirdness.

### *TIME FRAME*

This is a full-time, exempt position.

### *SALARY*

Salary for this full-time position is \$60,000, negotiable with commensurate experience. Benefits include health care, paid time off, and professional development opportunities.

826 New Orleans is an equal opportunity employer committed to achieving a diverse and inclusive workforce. People of color are strongly encouraged to apply. Big Class does not discriminate on the basis of race, ethnicity, age, religion, sexual orientation, political orientation, disability, veteran status, or gender identity or expression.

## HOW TO APPLY

Please send cover letter, resume, and three professional references to the 826 New Orleans Board of Directors at [board@826neworleans.org](mailto:board@826neworleans.org).

We aim to fill the position by October 1 with a start date of November 1.