

Updated: February 6, 2023

Vita Education Services Seeks an Executive Director

About Vita Education Services:

Vita Education Services is the lead literacy agency in Bucks County, PA, and the largest provider of educational programs within the Bucks County Correctional Facilities. Driven by a deep belief in the transformative power of education, Vita empowers individuals to achieve their full potential and build brighter futures through several different programs.

Join us as our Executive Director:

We seek a dynamic and strategic leader to spearhead our mission, manage multiple programs, and propel Vita to new heights. As Executive Director, you will play a pivotal role in shaping the organization's future, fostering innovation, and maximizing our impact on the lives of adult learners.

Key Responsibilities

Fundraising and Resource Development:

- Develop and execute fundraising strategies to secure financial support from individuals, businesses, and foundations across multiple programs.
- Prepare or oversee the preparation of grant applications to government and other funding agencies.
- Cultivate and maintain relationships with donors and supporters
- Identify and pursue new funding opportunities to advance Vita's mission.

Organizational Management:

- Lead and manage a team, fostering a positive and collaborative work environment.
- Provide strategic direction for the organization.
- Oversee day-to-day operations, building systems to be more efficient and effective in providing quality education programs.
- Adhere to State Department of Education requirements.

Program Development and Management:

- Collaborate with staff and faculty to achieve measurable outcomes and meet or exceed State benchmarks.
- Monitor and evaluate program effectiveness and make necessary improvements to empower students to achieve greater academic gains and personal development outcomes.
- Identify and pursue opportunities for expanding Vita's programs to serve more students in current and allied areas, such as workforce training programs.

Community Engagement:

- Build and maintain strong relationships with community stakeholders, partner organizations, government agencies, and elected officials.
- Serve as a spokesperson for the organization, effectively communicating its mission, impact, and needs to the media and the public.

Financial Oversight:

- Develop and manage the annual budget, ensuring fiscal responsibility and accountability.
- Monitor financial performance and optimize resource utilization.
- Collaborate with the financial manager in the preparation of financial reports and timely submission to the Board.

Qualifications:

Leadership: Inspire staff, board, volunteers, donors, and community partners towards a shared vision. Proven leadership experience with a demonstrated track record of success in strategic planning, organizational growth, and fundraising within the non-profit or education sector.

Stakeholder Awareness: Knowledge of the issues, opportunities and challenges facing adult learners. Ability to keep informed of developments in literacy, criminal justice, and cognitive educational models.

Excellent interpersonal and communication skills, with the ability to build trust and rapport through persuasive verbal and written communication.

Professional education and experience: A minimum of a bachelor's degree required. Master's degree or extensive experience in management of a nonprofit organization or education services agency preferred.

Compensation: Vita Education Services is pleased to offer a competitive and comprehensive compensation package including paid time off, health and dental benefits, and a 401K retirement program. The salary range is **\$90,000 - \$105,000**, depending on the skills and experience of the candidate.

Vita Education Services is an equal opportunity employer, committed to a diverse and inclusive workplace. Vita invites individuals from all backgrounds to apply.

To apply: Please e-mail resume and cover letter to: Ceosearchlv@gmail.com

In your cover letter we would like you to highlight what in your background and experience makes you an ideal candidate for this position.