



## **JOB OPENING:** Executive Director, Carnegie Center for Literacy and Learning

**About the Center:** Since 1992, the non-profit Carnegie Center for Literacy and Learning has been meeting the educational and artistic needs of Lexington, Kentucky. Located in a former Carnegie Library building, the center seeks “to empower people to explore and express their voices” through writing, reading, and the arts. The Center serves thousands of Kentuckians annually with classes for lifelong learners; unique tutoring and mentoring programs; accessible community space, and other imaginative learning opportunities.

### I. General Responsibilities

The executive director of the Carnegie Center is responsible for the daily management of the Center and its 16-member staff. The director works to fulfill the Center’s mission of providing learning opportunities and literary arts engagement for children and adults. As a nonprofit, the Center is especially attentive to low-wealth and marginalized communities and individuals. The director reports to the 12-member Board of Directors and supervises a staff and a budget of \$1M+ in Lexington, KY. The position is full-time, on-site.

### II. Specific Responsibilities

- Provide visionary leadership and oversight of the Center with an annual budget of more than \$1 million and a staff of 16 employees
- Support the Center’s culture of respect, collaboration, and learning
- Actively engage in the Center’s literacy programs, including community education workshops, Kentucky Black Writers Collaborative, youth and family programs, literary arts, and other events
- Manage all financial procedures
- Take an active role in fundraising
- Promote the work of the Center through speaking engagements, outreach initiatives, and initiation of partnerships with other organizations
- Provide staff professional development opportunities
- Cultivate positive relationships with the Board and Board committees
- Focus on an inclusive literacy and learning community

### III. Required Knowledge, Skills and Abilities

- Experience in leading a staff accustomed to working collaboratively
- Experience in managing education programs and/or in nonprofit administration
- Experience in fundraising
- Demonstrated excellence in writing and public speaking
- Knowledge of best practices in education
- Ability to handle organizational budget and other financial matters.
- Experience in Human Resources best practices, specifically hiring, payroll, and benefits
- Experience with customer databases (Salesforce, or other CRM)



- Computer skills, specifically MS Office with basic internet and server knowledge preferred
- Facility management skills

IV. Salary range \$70K-\$85K

V. How to apply:

Send resume and cover letter, plus contact information for three references to:

**The Carnegie Center Search Committee**

Attn: Paige Bensing  
251 West Second Street  
Lexington, KY 40507

Or email [info@carnegiecenterlex.org](mailto:info@carnegiecenterlex.org)

**Application review will begin Feb 15, 2022 and will proceed until the position is filled.**

*The Carnegie Center is an Equal Opportunity Employer*