

Chief Executive Officer | The Literacy Alliance | Fort Wayne, Indiana

## ABOUT THE LITERACY ALLIANCE

Founded in 1972, The Literacy Alliance is a not-for-profit organization based in Fort Wayne, Indiana, that empowers adults and youth through free literacy and education programs. Our core programs include:

- Project Graduate: High school equivalency (HSE) preparation
- Project Build: Adult basic literacy instruction
- Project Connect: English language learning for non-native speakers
- Project Reads: Tutoring support for young readers in our community
- Project Aim: Customized training designed to meet an employer's specific needs

At The Literacy Alliance, each program, decision, and interaction is guided by the needs and goals of the students we serve. We believe literacy is the foundation for lasting change, not just for individuals, but for families and entire communities. Our culture is built on compassion, empowerment, and a belief in every learner's potential. We foster respect, belonging, and high expectations. We honor the diverse stories our students bring and champion their journeys toward personal growth, career readiness, and lifelong learning. Literacy changes lives. Together we are building a stronger future, one student at a time.

More information about The Literacy Alliance can be found at <https://literacyalliance.org/>

## THE OPPORTUNITY

The Literacy Alliance seeks a dynamic, mission-driven Chief Executive Officer (CEO) to lead the organization into its next chapter. This is a rare opportunity for a seasoned leader to steward a beloved and impactful organization, deepen its financial sustainability, and grow its reach among adult learners and the broader community.

The incoming CEO will inherit a strong organizational culture built on trust, staff empowerment, and relational fundraising. They will be expected to honor and build upon this culture while driving strategic growth and ensuring long-term organizational health.

## CORE COMPETENCIES & SKILLS

Required skills and competencies for the CEO include:

- **Financial Acumen:** Strong command of nonprofit financial management, including budget oversight, financial reporting, and resource allocation. Ability to use financial data to drive strategic decisions.
- **Fundraising:** Demonstrated success in securing philanthropic and public funding. Experience making direct asks, managing donor relationships, and diversifying revenue streams. Comfortable and confident in solicitation settings.

## Chief Executive Officer (CEO)

- **Communication and Storytelling:** Exceptional communicator in writing, in person, and on a stage. Ability to translate complex issues into compelling narratives that inspire action among diverse audiences.
- **Emotional Intelligence:** High self-awareness and strong interpersonal skills. Ability to read a room, manage through conflict, and maintain positive relationships across a wide range of stakeholders.
- **Advocacy and External Relations:** Skill in representing the organization with legislators, funders, civic leaders, and community partners. Passion for advocating on behalf of adult learners and the field of adult education.
- **Collaborative Leadership:** Proven track record of working with boards, staff, and community partners in a collaborative, consensus-building manner.
- **Community Orientation:** Deep understanding of the people and communities served; ability to center learner needs in organizational strategy and program design.
- **Innovation:** A history of pursuing new ideas, creative problem-solving, and a willingness to take calculated risks to advance the mission.

## LEADERSHIP COMPETENCIES

- Lead with self-awareness and transparency in communication and decision-making with staff, board, and funders.
- A deep belief in staff autonomy and empowerment; the ability to delegate meaningfully and trust people to lead their own work
- A relational, people-first, customer-focused approach to both internal culture and external stakeholder engagement.
- Agility and comfort with ambiguity and the ability to move fluidly between strategic and tactical matters without losing focus.
- An understanding of the political and community landscape relevant to adult education and nonprofit funding.
- A growth mindset and genuine enthusiasm for change, innovation, and learning.

## PREFERRED QUALIFICATIONS

- Minimum of 5-7 years of senior leadership experience in a nonprofit, public-sector, or mission-driven organization
- Demonstrated success in fundraising, including individual, foundation, and/or government funding.
- Experience leading and managing teams with a collaborative, empowering leadership style.
- Knowledge of adult education, workforce development, or related fields preferred.
- Bachelor's degree required, advanced degree a plus.

## Chief Executive Officer (CEO)

- Strong ties to or deep understanding of the Fort Wayne / Northeast Indiana community preferred.

## COMPENSATION & BENEFITS

The Literacy Alliance offers a competitive compensation package commensurate with experience and qualifications.

- Competitive salary of \$85,000-\$95,000
- Paid vacation/sick time
- Eight paid holidays in addition to winter break 12/24-1/1.
- Employer-paid dental insurance, vision insurance, group term/ADD, long-term disability for the employee; employees may purchase coverage for dependents at their own expense
- Eligibility for health insurance reimbursement and health savings account
- Ability to contribute to an employer-sponsored 403(b) retirement plan with a 4% employer match

## ADDITIONAL INFORMATION

- Some evening and weekend availability will be required in support of fundraising and community engagement activities.
- Some travel will be needed for meetings with funders, legislators, and partners, and to attend relevant conferences.
- Final candidates are subject to reference checks, background checks, and drug screening.

As an equal opportunity employer, The Literacy Alliance encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, or physical ability, and evaluates all candidates on a merit basis.

## HOW TO APPLY

Interested candidates should submit their resume and a cover letter to Whitney Bandemer at WB Consulting, who is advising The Literacy Alliance on the search:  
leadboldly@wbconsultingllc.com