



Join our Team!

Job Position: Executive Director, JustREAD

JustREAD is a 501 c 3 nonprofit organization in Mountain View, CA that works to close the achievement gap by focusing on academic support for struggling students, especially English Learners. Our volunteer tutors work one-on-one with students on campus during the school day, to help build foundational skills in English literacy and math.

Position Overview

This is a part-time position overseeing all aspects of the JustREAD organization. The Executive Director will work with the JustREAD Board of Directors, staff and volunteers to manage JustREAD's programs and ensure the sustainability of the organization.

The Executive Director will have the opportunity to make an impact on English Learners in both the Mountain View Whisman and Mountain View Los Altos High School Districts by ensuring consistent delivery of high quality programs and professional management of the organization.

Duties and Responsibilities

Fundraising:

- Work with the Board of Directors to raise funds, including grant writing, Annual Campaign and events.
- Increase the visibility of JustREAD in the community.

Staff Management:

- Supervise and support JustREAD's staff. Recruit new staff or volunteers when needed.
- Ensure programs are delivered in a professional manner, maintaining high standards.

Data Management/Administration:

- Maintain database for donor communications and donations.
- Work with JustREAD's accountant to coordinate accounting processes.
- Maintain files and records; perform miscellaneous administrative tasks.

Qualifications

Required:

- Bachelor's degree.
- Experience working with public school staff in a professional or volunteer capacity.
- Fundraising or marketing/sales experience.
- Staff management experience.
- Excellent verbal and written communication skills, including ability to write grant proposals and reports, and public speaking.
- Reside in Mountain View, CA or a nearby community.

Preferred:

- K-12 teaching or tutoring experience.
- Experience working with English Learner or immigrant students.

Email inquiries and resumes to: justreadjustmath@gmail.com.