

The Irene E. & George A.  
**Davis Foundation**

## Director of Early Literacy Initiatives, The Irene E. and George A. Davis Foundation

*Location: Springfield, MA*

*Preferred Application Deadline: March 23, 2023*

### **ABOUT THE FOUNDATION**

The Irene E. & George A. Davis Foundation is a private family foundation located in and dedicated to serving Hampden County in Massachusetts. Established over 20 years ago, the Davis Foundation supports a variety of local initiatives and nonprofit organizations seeking to improve the quality of life for local residents in the domains of early education (birth to 5), primary education (K-12), higher education, education policy, health, social services, and the arts. Early literacy is a burgeoning cross-cutting area of focus for the foundation—and for the Hampden County community as a whole. From the establishment of one of the country's first Campaigns for Grade Level Reading to local campaigns Cherish Every Child and, most recently, [Reading Success by 4<sup>th</sup> Grade](#) (RS4G), Hampden County is poised to continue to lead in the early literacy space. The Davis foundation is committed to supporting this important work.

### **ROLE AND RESPONSIBILITIES**

#### **Position Overview**

The Davis Foundation is seeking a skilled Director to set the vision for and launch the foundation's renewed approach to early literacy, including setting strategic priorities, defining a thoughtful approach to relevant grant making, and elevating the role of community-based approaches to promoting children's early literacy development. By engaging the principles of collective impact, and drawing on recent breakthrough research findings in early literacy and improvement science, the new Director will sharpen and deepen the foundation's vision for transformative change, including the possibility of establishing a new organization to scale the impact of early literacy work.

The Director role is a full-time hybrid position and will report to the Davis Foundation's Executive Director.

#### **Key Responsibilities**

##### ***Leadership and Strategy***

The Irene E. & George A.

## Davis Foundation

- Provide overall leadership and direction to the Davis Foundation's early literacy efforts
- Lead an inclusive design process to develop a feasible, high-impact strategy with measurable goals and a set of collaborative action plans to guide the foundation's work towards those goals
- Engage and align internal and external stakeholders around a compelling vision and strategy
- Oversee resourcing strategy and allocation and source additional funds as needed

### ***Program and Community Management and Evaluation***

- Evaluate past and current approaches to community engagement and community- and foundation- led initiatives
- Ensure the creation and execution of well-developed work plans, annual benchmarks, and cross-initiative alignment
- Grow and cultivate new and existing partnerships to advance the foundation's impact
- Engage an Advisory Committee, working groups, and broader network through clear structures and channels for consultation, dialogue, and information exchange in relation to the initiative's community engagement, strategic activity, and progress towards measurable goals
- Engage in a data-based strategy to monitor the foundation's progress towards early literacy goals, i.e., generate and/or work with tools and mechanisms for measuring progress

### ***Outreach and Communications***

- Develop and execute a multi-pronged communications strategy that involves multiple modes of communication to match target audiences
- Communicate progress routinely across our network of partners and stakeholders

### ***Preferred Qualifications***

- At least five years of experience in community organizing, community outreach, coalition building, and/or leading social change with a cross-sector element required; experience in education and early literacy also highly valued
- Strong adaptive leadership, collaboration, and communication skills
- Successful record of leading and managing complex projects with multiple stakeholders, and demonstrated track record of organizing and managing partnerships and/or initiatives
- Experience in data analysis and research to inform decision-making, and the role of data use in decision-making
- Demonstrated commitment to work guided by diversity, equity, and inclusion (DEI) principles + competencies, and an express commitment to the role of diversity and equity in successful collective impact initiatives

The Irene E. & George A.  
**Davis Foundation**

- A positive outlook and attitude on the power of social change work and a belief in early learning and education as critical levers for community change
- Spanish proficiency an asset

### **COMPENSATION**

The annual salary for this position will be between 90K and 110K. The Davis Foundation also offers a comprehensive benefits package, including health, vision, and dental insurance; 403(b) matching; a hybrid work environment; vacation and holidays; and parking and cell phone cost coverage.

### **HOW TO APPLY**

Please submit your application [here](#). Note: the preferred application deadline is March 23, 2023. After this date we do not guarantee review of submissions.

*The Irene E. & George A. Davis Foundation supports equal opportunity and values building the diversity of our team as we grow. It is the policy of our organization not to discriminate against any applicant for employment or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status We seek individuals of all races, ethnicities, abilities, and creeds to support our organization's work and encourage individuals from historically underrepresented backgrounds to apply.*