

**Dyslexia Institute of Indiana  
Indianapolis, Indiana**

## **POSITION ANNOUNCEMENT**

**Date:** November 15, 2007

**Position Title:** Executive Director

**Reports to:** Board of Directors

**Closing Date:** Resumes will be accepted until the position is filled – resume review begins November 29, 2007

**Salary:** Competitive Salary and Benefits

**Organization Overview:** The Dyslexia Institute of Indiana is an established 18 year old organization that strives to enable children, adolescents, and adults with specific language disabilities to reach their potential. DII provides services, remediation, and skill building strategies to enable clients to attain success. The organization has an experienced and committed staff of nine people with 55 part time tutors.

To dyslexics, parents, and educators and clinicians: The Dyslexia Institute of Indiana, Inc.(DII) is a proven resource for tutors and teachers. The organization offers remediation and support for children, adolescents, and adults with specific language disabilities/differences who have failed to attain the necessary skills in reading, spelling, written expression, comprehension, and math.

**Program:**

- Wells Outreach - one on one tutoring using the Orton-Gillingham approach.
- Camp Delafield offers two four week summer day camps for children.
- Parent Education Classes: DII provides free, monthly classes with expert speakers.
- Tutor and Teacher Training: training to become paid tutors.
- Community Services: a library with print and video resources, customized information packets, monthly parent education nights.
- Piloting RAVE-O (Retrieval, Automaticity, Vocabulary Elaboration, Orthography.)

**Position Description:** In partnership with the Dyslexia Institute of Indiana (DII) Board of Directors and staff, the Executive Director plans, directs, and evaluates the operations of DII in serving people with language learning disabilities and their families in addition to increasing public awareness and knowledge.

- Provides strategic direction, administrative guidance, and financial oversight
- Educates the community on language learning disabilities

- Identifies community needs and develops programs and collaborations to address those needs
- Develops the organization and increases revenues by identifying and developing future/potential funding opportunities. Builds relationships with current and potential funding sources.
- Builds school and community collaborations, public relations, and political liaisons at local, state, and national levels
- Develops outcome and performance measures.
- Oversees DII contract/grant compliance. Ensures appropriate processes and procedures are in place and adhered to in meeting all government and funder requirements.
- Builds a high-performing staff team. Hires, develops, and evaluates staff.
- Plans and coordinates DII Board meetings and Board Retreats.
- Oversees development and management of the DII budget

**Qualifications:** Candidates should possess the following qualifications:

#### Education/Background

- Experience as an educator in a K-12 school system with emphasis on understanding how schools work and the internal politics and communications channels
- Minimum of bachelor's degree, preference of master's degree, with emphasis on education, administration, or liberal arts
- Five or more years leadership experience, including staff supervision and management
- Experience in fund raising (including major gifts and planned giving) or sales and business development
- Familiarity and interest in language differences and/or special education. Ability to quickly grasp and communicate difficult concepts around language learning.

#### Skills

- Demonstrated ability to envision and inspire people to reach ambitious goals.
- Able to assemble a financial budget and manage it
- Strong Leader, experienced working with board, staff, and community partners.
- Great consensus builder, able to build support and share leadership
- Relationship builder, Community networker, Collaborator
- Works in a positive relationship with volunteer boards or committees to accomplish common goals.
- Excellent written and oral communication skills, including public speaking.
- Staff supervision and management
- Project Management
- Familiarity to oversee or write grant proposals
- Media relations
- Working knowledge of computers, Microsoft Office and internet
- Familiar with adult and youth learning and education

#### Personal Characteristics

- Passionate, engaging, diplomatic, and charismatic
- High Integrity

- Visible, outspoken leader
- Strategic thinker, creative and innovative
- High energy, Well-organized, Results-driven
- Advocate
- Servant-leader
- Broad-based community knowledge and experience

Other

- Able to provide own reliable transportation; Able to lift/carry materials or equipment to set up and deliver community presentations
- Able to lead or attend occasional evening or weekend meetings, as needed

**Application Process:** To apply, please send resume with cover letter, references and salary requirements to: Dyslexia Institute of Indiana Search at: [DIN@NotforProfitNews.com](mailto:DIN@NotforProfitNews.com) or DIN Search, C/O Charitable Advisors, P.O. Box 501245, Indianapolis, Indiana 46250

More information on DII at [www.DyslexiaIndiana.org](http://www.DyslexiaIndiana.org)