

## **Executive Director**

**Illuminations Center for Dyslexia – Meridian, Mississippi**

**Full-Time | \$43,200/year | Monday–Thursday 10:00 AM–7:00 PM, Fridays 10:00 AM–2:00 PM (flexible)**

### **Overview**

The Illuminations Center for Dyslexia, a nonprofit organization dedicated to helping families think differently about dyslexia, imagine a world of success, and create a plan to achieve it, is seeking a passionate and experienced **Executive Director**. This position will oversee all nonprofit operations, manage grants, foster relationships with local nonprofit partners, and support the continued growth of the organization alongside the Founder, **Leta Palmiter**, as she transitions to focus on the for-profit ventures of Illuminations, LLC.

The Executive Director will also serve as a licensed dyslexia therapist, providing direct services to students during and after school hours, ensuring continuity of high-quality therapeutic support aligned with our structured literacy mission.

### **Key Responsibilities**

#### **Organizational Leadership & Operations**

- Provide overall leadership for the Illuminations Center for Dyslexia, ensuring alignment with its mission, vision, and strategic goals.
- Supervise and coordinate daily operations, including therapy scheduling, team communications, and facility management.
- Oversee and support staff, contractors, and volunteers; maintain a positive, collaborative workplace culture.
- Manage annual calendar of programs, including conferences, community fundraisers, and special events.
- Ensure compliance with nonprofit policies, board directives, and financial reporting standards.

#### **Program & Service Delivery**

- Deliver one-on-one and small-group dyslexia therapy sessions using evidence-based, structured literacy methods.
- Maintain student progress documentation and ensure program quality across all service offerings.
- Support after-school and home-school therapy programs as part of a flexible weekly schedule.

## Development & Community Partnerships

- Manage grant applications, compliance, and reporting to ensure sustained funding for therapy scholarships and literacy initiatives.
- Collaborate with local nonprofit partners, including the Alliance for Nonprofits, to strengthen community relationships and shared initiatives.
- Represent Illuminations at conferences, community meetings, and public events to raise awareness and build partnerships.
- Assist with donor relations, sponsorships, and marketing efforts in collaboration with the Board of Directors.

## Governance & Growth

- Work closely with Founder and Board of Directors to advance long-term strategic goals.
- Participate as a permanent fixture on the Board of Directors, contributing to organizational direction and governance.
- Collaborate with Leta Palmiter and leadership team to align nonprofit activities with sister for-profit initiatives, ensuring shared mission success.

## Qualifications

- Certified Academic Language Therapist (CALT) or equivalent certification in Structured Literacy/Dyslexia Therapy required.
- Bachelor's or Master's degree in Education, Special Education, or related field.
- Minimum of 3 years' experience in education, therapy, or nonprofit management.
- Strong organizational, leadership, and communication skills.
- Demonstrated ability to manage multiple projects and lead a small team effectively.
- Proficiency with scheduling, reporting, and digital collaboration tools (Google Workspace, Zoom, etc.).
- Willingness to work flexible hours (10 AM–7 PM Mon–Thu, half day Fri) and limited travel as needed.

## Compensation & Schedule

- **Salary:** \$43,200 annually
- **Benefits:** 401K, 40 hours PTO, Continuing Education Fund
- **Schedule:** Monday–Thursday 10:00 AM–7:00 PM; Fridays 10:00 AM–2:00 PM
- **Travel:** Limited, primarily for conferences or partner meetings