

Executive Director of the Literacy Institute
Marian University

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Posted May 27, 2025, set to expire Dec. 14, 2025

Job Title Executive Director of the Literacy Institute
Department Center for Vibrant Schools
Institution Marian University
Indianapolis, Indiana

Date Posted May 27, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Reading/Developmental Education

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=36ba9990-04f8-4428-ab26-e966a74790a2>

Apply By Email

Job Description

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University's Center for Vibrant Schools is seeking an Executive Director of the Literacy Institute to promote our Catholic Franciscan mission and identity by providing key training and support to K-12 schools. This role requires deep expertise in the science of reading and strong leadership in program management, strategic planning, and fundraising. The Executive Director will oversee the Indiana Literacy Cadre in partnership with the Indiana Department of Education and play a critical role in sustaining and expanding literacy initiatives through external funding.

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Essential Duties and Responsibilities:

- * Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.
- * Direct all programming within the Literacy Institute, including oversight of the Indiana Literacy Cadre.
- * Oversee and support the development and implementation of high-quality, evidence-based professional development for PK–12 educators.
- * Translate literacy research into practical strategies and tools for school administrators and teachers.
- * Support strategic planning, goal tracking, and program evaluation within the Center for Vibrant Schools.
- * Lead the strategic direction and operational sustainability of the Literacy Institute in collaboration with the Center for Vibrant Schools leadership.
- * Represent the Literacy Institute and Marian University as a literacy expert at local, state, and national events.
- * Collaborate with the Office of Institutional Advancement to identify and secure funding opportunities.
- * Work with the Executive Director of Marketing and Operations to develop fee structures and adhere to brand and budgetary guidelines.
- * Manage grants, contracts, and MOUs; understand associated budgets and compliance requirements.
- * Engage with the Fred S. Klipsch Educators College Board of Visitors and lead the literacy working group.
- * Identify potential board members and facilitate up to three annual meetings.
- * Prepare reports for internal and external stakeholders, including funding partners and university leadership.
- * Ensure alignment of all activities with institutional goals, policies, and budget expectations.
- * Indiana Literacy Cadre
- * Supervise and support Literacy Cadre staff, including program and project managers, training specialists, and literacy training support specialists.
- * Build and maintain strong relationships with school and district leaders.
- * Guide instructional coaching efforts focused on data-driven outcomes and literacy improvement.
- * Monitor program fidelity and assist in problem-solving challenges in school implementation.
- * Ensure alignment with Indiana Department of Education goals and contractual requirements
- * Other duties as assigned.

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Required Qualifications:

- * Education: Master's Degree Required; Doctoral Degree Preferred
- * Licenses/Certifications/Credentials: Minimum of five years teaching, experience as an instructional coach and/or school leader preferred.
- * Preferred Experience and Knowledge:
 - * Successful experience as a teacher, including teacher leadership opportunities in instructional coaching.
 - * Experience planning and leading professional development for teachers in the field of literacy.
 - * Highly organized and diligent in completing tasks.
 - * Have a deep working knowledge across the science of reading, especially early literacy instruction and assessment and MTSS, with the ability to remain * abreast on development across the academic field.
 - * A practical understanding of the intersection between Special Education, English as a New Language, and Dyslexia needs related to the science of reading.
 - * Knowledge of the PK-12 instructional system.
 - * Deep knowledge of and experience in professional development best practices.
 - * Strong written and oral communication skills.
 - * Demonstrated ability to meet deadlines.
 - * Proficiency in Microsoft Office; and
 - * Ability to multitask and prioritize.

Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

- * Cover Letter
- * Current resume or CV
- * Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.
- * Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

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Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights notice from the Department of Labor.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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