



JOB ANNOUNCEMENT

Executive Director

The Literary Society of the Southwest seeks a self-driven and strategic leader to serve as its first paid Executive Director. This is a unique opportunity to guide a vibrant membership community and dedicated board in advancing the Literary Society's mission to celebrate contemporary literature and authors and promote the cause of literacy in Arizona.

The ideal candidate will be a polished, professional nonprofit leader with proven fundraising success and a collaborative leadership style. They will be an excellent communicator, able to connect with diverse audiences and build relationships with diplomacy and a sense of humor.

The Executive Director will bring energy, vision, and authenticity, balancing respect for the Literary Society's rich traditions with the ability to introduce thoughtful innovations that strengthen its future.

About Literary Society of the Southwest:

The Literary Society of the Southwest is a 501(c)(3) nonprofit dedicated to bringing the joy and lifelong benefits of reading to all. Through author luncheons in the greater Phoenix and Tucson areas, and grant-making initiatives fueled by member generosity, the Literary Society celebrates today's authors and their work and invests in the authors and readers of tomorrow.

Essential Responsibilities:

- Serve as the primary liaison to the Board of Directors, fostering effective governance and supporting policy and fundraising engagement.
- Safeguard the Society's fiscal health through sound budgeting, reporting, and leading comprehensive fundraising efforts, including major donor cultivation and events.
- Advance the mission through strategic planning, programs, partnerships, and by representing the Literary Society as a visible ambassador in the community.
- Oversee daily operations, staff, and contractors while ensuring efficient systems, professionalism, and organizational integrity.

Qualifications:

- Bachelor's degree in a relevant field.
- Five or more years of senior nonprofit management experience; experience in literacy or education a plus.
- Demonstrated success in fundraising, including major gifts, events, sponsorships, and donor stewardship.

- Strong financial management skills, including budget preparation, analysis, and reporting.
- Strong organizational abilities including strategic thinking, planning, delegating, program development and task facilitation
- Ability to interface and engage diverse member, volunteer, and donor groups
- Experience working effectively with a Board of Directors and volunteers.
- Excellent written, oral, and public speaking skills.
- Proficient with technology and able to develop systems that increase efficiency.

Location:

Candidates based in the Phoenix metro area are preferred. Regular attendance at luncheons, donor meetings, and community events across central and southern Arizona is required. The Literary Society operates in a virtual workspace.

Salary & Benefits:

This is a full-time, paid position. Salary range is \$90,000-100,000 depending on experience. Benefits include a monthly health insurance stipend and a generous paid time off package.

Application Process:

1. Interested candidates must apply through Indeed [here](#).
2. Please submit a resume and cover letter detailing your interest in the Literary Society's mission and relevant experience. **Applicants without a cover letter will not be considered.**
3. Applications will be reviewed as they are received. Apply by COB September 26, 2025, to ensure consideration.
4. Highly qualified candidates will be invited to participate in a series of phone and virtual interviews in early to mid-October. Finalists will be invited to a site visit in the Phoenix metro area on October 20 or 21. The Literary Society intends to extend an offer to the selected candidate by late October and desires a start date on or before November 15, 2025.