

**Confidential Application Process:** Please email resume with a cover letter summarizing your interest, fit, and experience to [programs@mentortutorconnection.org](mailto:programs@mentortutorconnection.org), subject line: MTC Exec. Dir. Search. Applications will be accepted until the position is filled. Inquiries from interested candidates are welcome and can be directed to Sally Meadows at [sally.meadows@mentortutorconnection.org](mailto:sally.meadows@mentortutorconnection.org) or Liz Nyberg at [liz.nyberg@mentortutorconnection.org](mailto:liz.nyberg@mentortutorconnection.org).



**Mentor Tutor Connection**

Helping students achieve their potential and thrive

FORMERLY PARTNERS FOR NEW GENERATIONS (PNG)

**Job Title: Executive Director—Part-Time (expected to grow to Full-time)**

**Reports to: Mentor Tutor Connection Board of Directors**

### **Position Description**

The Executive Director (ED) is responsible for the overall leadership and management of the Mentor Tutor Connection (MTC) organization. This consists of six primary areas of responsibility: (1) general administration, (2) development and fund raising, (3) finances, (4) personnel, (5) marketing, recruiting and communications, and (6) program management. Works under the direction of the Board of Directors (BOD) and in concert with the Board and its Committees in order to carry out MTC's mission: to help build brighter futures for youth in Mountain View and Los Altos through exceptional tutoring and mentoring programs that improve social and academic life skills.

#### **1. General Administration**

- Oversees fiscal year plan and budget development process with the BOD
- Ensures BOD stays consistent to Strategic Plan, goals and objectives
- Maintains the proper insurance coverage for staff and board members (D&O, etc.)
- Promotes and fosters teamwork among staff and volunteers
- Provides necessary administrative support for the BOD by developing the agenda, recording and distributing the BOD meeting minutes in a timely fashion
- Attends Board meetings and select Board committee meetings as appropriate

#### **2. Development and Fund Raising**

In collaboration with the Fund Development Committee, the Executive Director is responsible for developing, executing and managing the Strategic Fund Development Plan (both strategies and tactics) and building our base of individual donors and cultivating and retaining major donors. Key components of the plan include:

- Annual Community Report—develop a strategy for our Community Report and appeal letters which are mailed to approximately 900 donors and prospects in the fall
- Grant writing—assists the grants sub-committee in conducting ongoing research and grant writing to foundations, corporations, and community organizations. Submits appropriate progress reports to donors in a timely fashion
- Donor database—provides oversight and management for effective utilization of our donor database
- Helps with soliciting major gifts from individuals
- Fund raising event—MTC has not held such an event to date. This is an area we need to develop beginning in 2015

#### **3. Finances**

The ED manages MTC's financial operations (with the support of the Treasurer, Finance Committee, and bookkeeper) and ensures that it remains a fiscally sound organization. The ED will review the Income and Expense and Balance Sheet reports for accuracy before monthly board meetings. Other specific responsibilities include:

- Oversees completion of W2s, 1099s, 990s and other financial and tax forms
- Manages coding and approval process for invoices before payment
- Coordinates signing of checks with Treasurer or MTC Chair

#### **4. Personnel**

In collaboration with the Personnel Committee:

- Maintains a personnel file for each employee, including a signed copy of each employee's "employment offer letter", and written performance reviews.
- Updates the Employee Handbook as needed
- Manages the timely submission of the staffs' timesheets
- Be familiar with employee goal setting and review process

#### **5. Marketing, Recruiting and Communications**

The ED seeks opportunities to promote MTC's mission and build its credibility and visibility in the community. The ED will be "the face" of MTC and attend various community and organization meetings that help build and maintain relationships in the community as well as recruit volunteers.

In collaboration with the MRC and its Chair, the ED will oversee:

- Newsletter—the periodic newsletter is a combination of education and fund raising. Oversee draft and review by the newsletter team (a subset of the MRC)
- Open House and other recruiting events—ensure that these events are scheduled, organized and staffed as appropriate
- Collateral development—Liaison with Head of Technology and Operations and graphics designer to ensure advertising and collateral materials are consistent with our mission, strategies and tactics

#### **6. Program Management**

The ED should have an in-depth understanding of MTC's Tutor and Mentor programs and may assume leadership of the Programs Committee. With the support of the Programs Committee, ensure our programs efficiently and effectively serve as many students as possible:

- Mentor Program holds trainings, brown bag lunches, mentor/mentee activities and a volunteer reception each year
- Tutor Program holds trainings and a volunteer reception each year
- Understand and utilize metrics demonstrating our programs' impacts
- Understand our volunteer requirements and screening processes
- Evaluate new programs proposals; make recommendations to BOD

#### **Education and Experience:**

- A minimum of 3 years of nonprofit experience, executive director experience preferred but will also consider motivated candidates with a track record of success in the nonprofit sector
- BA or BS (minimum)
- Possess highest level of ethical standards
- Ability to communicate clearly and concisely both orally and in writing; possess planning and analytical abilities
- Ability to provide leadership, management, and supervisory support to staff
- Knowledge of grant writing and funding sources
- Detailed understanding of nonprofit 501(c)(3) organizational procedures and regulations

#### **Computer Skills**

- Proficient computer skills with Word, Excel, PowerPoint
- Familiarity with databases used to track and manage donors and volunteers, such as Filemaker Pro and Bloomerang
- Competent at using cloud storage tools such as Google Drive to maintain timely, accurate and complete organizational documents and records