



an after-school tutorial and mentoring program

Job Title:	Executive Director	Job Category:	Management
Hours:	Full time, Salaried, Exempt Position		
Employee Pay Rate:	Ranges from \$60,000 to \$80,000	Health Benefits:	Medical, Dental, Vacation, Sick Leave, Holidays

Job Summary

The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

Job Description

- In program development and administration, the Executive Director will:**
1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
 2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
 3. Promote active and broad participation by staff, volunteers and parents in all areas of the organization's work.
 4. Identify, review and implement newly available curricula and programmatic techniques that help maintain the program's high quality of tutoring and mentoring activities.
 5. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
 6. Nurture and expand program donor base. Oversees development and implementation of program's marketing and annual fund raising plan, including events, private gifts and grants
- In communications, the Executive Director will:**
1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
 2. Publicize the activities of the organization, its programs and goals.
 3. Establish sound working relationships and cooperative arrangements with parents, students, volunteers and community groups and organizations.
 4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- In relations with staff, the Executive Director will:**
1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
 2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
 3. See that an effective management team, with appropriate provision for succession, is in place.
 4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
 5. Maintain a climate which attracts, keeps, and motivates a diverse staff including volunteers/tutors of top quality people.
- In budget and finance, the Executive Director will:**
1. Be responsible for developing and maintaining sound financial practices.
 2. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
 3. Ensure that adequate funds are available to permit the organization to carry out its work.
 4. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
 5. Actively seeks new revenue sources, governmental and private, to meet all program goals. Monitors all grants, contracts, sub-contracts, assuring that all service agreements are fulfilled and reporting deadlines met.



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Required Skills and Experience

1. Bachelor's Degree or higher and at least 3 years of experience in non-profit management
2. At least 3 years working with youth-based academic/mentorship programs
3. Fundraising, grant proposal writing and foundation relations
4. Building a membership organization and/or coalition
5. Communicating and working well with an active Board and membership
6. Managing and motivating volunteers, staff, parents and students
7. Assisting a nonprofit Board of Directors to carry out their fiduciary responsibilities.
8. Experience working with economically, ethnically and culturally diverse communities.
9. Knowledge of youth development and parental involvement issues.

Reports to: Board of Directors

Supervises: Part Time Site Coordinator
Part Time Program Director
Part Time Membership