



Mentor Tutor Connection

Helping students achieve their potential and thrive

Job Title: Executive Director—Part-Time

Reports to: Chair of Board of Directors

Position Description

The Executive Director (ED) will be ‘the face’ of Mentor Tutor Connection (MTC) to promote our mission and to build and maintain credibility and visibility in the community with volunteers and other stakeholders. The ED is responsible for leadership and management of the MTC organization. This consists of four primary areas of responsibility: (1) general administration, (2) development and fund raising, (3) finances, and (4) programs. The ED works under the direction of the Board of Directors (BOD) and in concert with the Board Chair and Board 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

- Works with BOD to stay consistent to strategic plan, goals and objectives
- Oversees fiscal year plan and budget development process with the BOD
- Maintains proper insurance coverage for staff and BOD (D&O, etc.)
- Promotes and fosters teamwork among BOD, staff and volunteers
- Attends Board meetings and select 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 responsibilities include:

- Develops a strategy for the annual campaign, including the Community Report and appeal letters which are mailed to approximately 900 donors and prospects in the fall
- Leads the grants sub-committee in conducting ongoing research, prioritization, and writing of grant applications to foundations, corporations, and community organizations. Submits required progress reports to these organizations
- Provides oversight and management for effective utilization of our donor database
- Maintains a fund development dashboard to track donations throughout the year and a grant-tracking tool to be sure we are on time with applications and grant reports
- Helps with soliciting major gifts from individuals
- Helps to ensure fund raising events are successful

3. Finances

The ED manages MTC’s financial operations (with the support of the Treasurer, Finance Committee, and bookkeeper), and implements key policies and procedures to ensure that MTC remains fiscally sound

- Reviews Income and Expense and Balance Sheet reports for accuracy before monthly board meetings
- 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
- Annually drives development and approval of MTC's one-year and three-year budgets

4. Programs

The ED should have a clear understanding of MTC's Tutoring and Mentoring programs to ensure our programs efficiently and effectively serve as many students and volunteers as possible

- Supports Mentoring and Tutoring program activities as needed
- Understands and utilizes metrics to demonstrate our programs' impacts
- Understands our volunteer requirements and screening processes

Experience, Education and Skills:

- 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
- Knowledge of grant writing and funding sources
- Understanding of nonprofit 501(c)(3) organizational procedures and regulations
- Computer skills:
 - Proficient at Microsoft Word and Excel
 - Ability to effectively use our databases, Filemaker Pro and Bloomerang, to track and manage volunteers and donors
 - Competent at using cloud storage tools such as Google Drive to maintain timely, accurate and complete organizational documents and records