



**Mentor Tutor Connection**

Helping students achieve their potential and thrive

**Job Title:** Executive Director  
**Reports to:** Chair of Board of Directors (BOD)  
**Position is:** 60% time (flexible hours), working from home with some in-person meetings and events

**Mentor Tutor Connection (MTC) works to enhance the academic, social, and emotional growth of students in the local community by cultivating meaningful connections with adult volunteer mentors and tutors. MTC does this by recruiting, training, and supporting the efforts of our volunteers and by working in partnership with the local Mountain View and Los Altos school districts.**

### **Executive Director (ED) Areas of Responsibility**

#### **1. Leadership and General Administration**

The ED oversees and manages the implementation and evaluation of MTC programs and operations as articulated in the [Strategic Plan](#). The ED works closely with the BOD to ensure they are informed, engaged, and aligned in the direction of the organization's strategic objectives.

- Oversees fiscal year plan and budget development process with the BOD
- Provides leadership and direct supervision of Director of Programs and Operations and Communications Manager, including management of work, and annual reviews and goal setting
- Hires and ensures training of all new staff supporting MTC's DEIB goals
- Promotes and fosters teamwork among BOD, staff, and volunteers
- Supports the agenda-setting and facilitation of Board meetings and select committee meetings as appropriate
- Maintains proper insurance coverage for staff and BOD (D&O, etc.)
- Works with the Executive Committee to implement staff recognition and benefits programs
- Oversees the development and documentation of new policies; works with pro-bono attorney on legal questions and matters

#### **2. Development and Fundraising**

The ED serves as "the face of" MTC and works to develop and maintain relationships with donors, partners, media, and community members. In collaboration with the Fund Development Committee, the ED is responsible for developing, executing, and managing the Fund Development Plan (both strategies and tactics) and building MTC's base of individual donors, cultivating, and retaining major donors and establishing new potential relationships that may lead to donations.

- Develops a strategy for the annual campaign, including the Community Impact Report and appeal letters, which are mailed to approximately 900 donors and prospects in the fall
- Works with the Fund Development Committee and contracted grant writer to conduct ongoing research, prioritization, and writing of grant applications and progress reports to foundations, corporations, and community organizations
- Provides oversight and management for effective utilization of the MTC donor database
- Maintains dashboard to track donations throughout the year and a grant-tracking tool to ensure timeliness with applications and grant reports
- Identifies and solicits major gifts
- Attends fundraising events

### 3. Financial Management

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.

- Supports both the Finance Chair to manage the Finance Committee and the Investment Subcommittee
- 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
- Annually drives development and approval of MTC's one-year and three-year budgets

### 4. Programs and Operations

The ED is responsible for general oversight of MTC's programs and operations.

- Coordinates with staff to ensure our programs meet our vision for success
- Supports Mentor and Tutor program activities as needed
- Utilizes effective metrics to demonstrate our programs' impacts
- Understands MTC's volunteer requirements and screening processes; supports efforts to streamline all processes
- Oversees marketing and communication efforts to ensure consistency of messaging, branding, confidentiality, effectiveness, and reach

### Experience, Education and Skills

- A minimum of 3 years of leadership and/or management experience at a social impact organization
- Executive Director experience preferred but will also consider motivated candidates with the ability to hire well, delegate effectively, and communicate an articulated leadership vision
- Passionate about MTC's mission and knowledge of local K-12 school system
- Ability to create strong board/staff relationships
- Experience with budget development and managing to a budget
- Strategic thinker with strong planning and analytical abilities
- Ability to communicate clearly and concisely both orally and in writing; demonstrated public speaking and facilitation skills
- Experience leading fundraising efforts and direct appeals, major donor cultivation, and development of other funding sources; knowledge of grant writing and reporting a plus
- Understanding of nonprofit 501(c)(3) organizational procedures and regulations
- Computer skills:
  - Proficient at Microsoft Word and Excel; Google Suite
  - Ability to effectively use MTC's 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
- BA or BS (minimum)

Salary is commensurate with experience: \$55,000 - \$70,000 annually based on 60% time with 2 weeks paid vacation.

To apply: please send a cover letter and resume by **February 23** to Audrey Fox, Chair of MTC Search Committee: [searchcommittee@mentortutorconnection.org](mailto:searchcommittee@mentortutorconnection.org)

*MTC is an equal opportunity employer and makes employment decisions based on merit. MTC policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.*