



## 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

- Serve as the key management leader of MTC
- Responsible for overseeing the administration and fulfillment of MTC's mission
- Lead and manage the implementation and evaluation of MTC programs and operations as articulated in the [Strategic Plan](#)
- Work closely with the BOD to ensure they are informed, engaged, and aligned in the direction of the organization's strategic objectives

#### 2. Development and Fundraising

- Serve as "the face" of MTC and work to develop and maintain relationships with donors, partners, media, and community members
- In collaboration with the Fund Development Committee, develop, execute, and manage the Fund Development Plan (both strategies and tactics) and build MTC's base of individual donors
- Cultivate and retain major donors and establish new potential relationships that may lead to donations

#### 3. Financial Management

- Manage financial operations with support of the Treasurer, Finance Committee, and bookkeeper
- Implement key policies and procedures to ensure that MTC remains fiscally sound
- Oversee the fiscal year plan and budget development process with the BOD

#### 4. Programs and Operations

- Oversee MTC's programs and operations, direct reports include Director of Programs and the Operations and Communications Manager
- Employ metrics to track program impact and coordinate with staff to ensure MTC programs meet our vision for success
- Oversee 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

**To apply:** please send a cover letter and resume by March 1 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.*