

OPPORTUNITY:

The Mentor Connector (TMC) of Rutland County is seeking an Executive Director (ED) to lead its organization. Founded in 2004, TMC is built on the belief that every youth deserves to feel valued, supported, and welcome within their community. In addition to providing one-to-one mentoring services, our organization provides clinical counseling, emergency housing and transitional living services for homeless youth.

Our next Executive Director should be a visionary leader with a strategic mindset who has an appetite for delivering solid results. Reporting to the Board of Directors (BoD), the ED is responsible for the overall strategic direction of TMC, while managing resources efficiently, diversifying funding streams, and ensuring financial sustainability.

The ideal candidate will have a passion for creating a safe, supportive, welcoming community in which youth can thrive and a deep understanding of the life-long benefits of mentoring and trauma-informed care.

ABOUT THE MENTOR CONNECTOR:

The MISSION of The Mentor Connector is to ensure all Rutland County youth develop a sense of identity, purpose, and belonging.

The VISION of The Mentor Connector is to continue developing a wide range of prevention and intervention services to support youth, while leading a coalition of community leaders to inspire use of innovative strategies to ensure all Rutland County youth thrive.

DUTIES/RESPONSIBILITIES:

Leadership & Management

- Work with staff and board to bring overall strategic and operational capacity support to TMC staff, programs, and execution of its mission.
- Demonstrate commitment to ongoing program excellence, program evaluation, and consistent quality of finance, administration, operations, fundraising, and communications, managing timelines and resources needed to achieve strategic goals.
- Maintain a strong, collaborative, and transparent relationship with the BoD, providing regular and open communication and updates.
- Lead Board and staff in the development, implementation, and periodic assessment of an organizational strategic planning process to identify goals, strategies, tactics, and activities to best enable TMC to fulfill TMC's mission; Operationalize strategic plan through annualized staff work plans.
- Develop strategies to increase volunteer involvement in the organization.
- Foster an inspired and effective team, leading, coaching, and supporting staff to create a workplace culture in which employees feel valued, trusted and respected; Provide career development opportunities for staff to maximize their potential.

- Directly supervises the Program Director with responsibility of his/her performance management; oversight of the hiring and management of all staff.
- Ensure TMC offers a safe, welcoming, positive, and inclusive environment for staff, mentors, mentees, families, and visitors alike.

Operational and Financial Management:

- Ensure TMC programs provide a consistent high level of service, operate in compliance with all state and federal laws and regulations, and that programs and services offered are reflective of BoD strategic priorities and contribute to TMC mission.
- Regularly monitor and evaluate program outcomes utilizing data-driven insights to measure impact and ensure that strategic goals and objectives and that all grant obligations are met.
- In collaboration with the Board, develop an annual budget, track expenses in order to produce accurate monthly financials, and ensure the annual audit is completed.
- Operate within the approved budget, making mid-year adjustments as needed to ensure prudent use of resources that maintains a positive financial position for TMC.
- Work with external accountant to manage invoicing, payment processing, payroll, bank relations, and oversight of restricted fundraising/grant funds.
- Ensure timely and accurate database management, gift acknowledgement, and IRS-compliant donation record-keeping.

Fundraising, Communications & External Relations:

- Build and maintain constructive working relationships with community leaders, key stakeholders, and organizations with compatible services and community goals to advance the mission of TMC and youth and family services broadly. Regularly assess community needs and identify opportunities to serve our mission.
- Work in partnership with staff and external contractors to oversee communications, including the production and distribution of promotional and fundraising materials, design and maintenance of TMC website, and social media platforms.
- Serve as an ambassador of TMC, creating and executing strategies to raise organizational visibility and awareness; Direct media relations efforts; Amplify community presence by attending relevant community events and regular meetings.
- Actively engage, energize, and steward well TMC's mentors, volunteers, donors, board members, partner organizations, and funders.
- Craft annual fundraising plan and monitor progress towards SMART goals; Develop and/or deepen relationships with current and prospective donors and funding partners.
- In partnership with BoD, oversee the development of restricted and unrestricted revenue from individual and corporate donors to meet fundraising goals.
- Identify public and private institutional funding prospects and opportunities, develop proposals, and oversee all aspects of grants management, including timely submission of required reports.

- Direct oversight and planning of donor and fundraising activities, events, and volunteer activities.

REQUIRED SKILLS/QUALITIES:

- Bachelor's Degree with a minimum of 7-10 years' experience in managing non-profit organization(s). A Master's degree in Human Services, Social Work, Counseling, or related degree is preferred.
- An accomplished career that demonstrates the skills and experience required to perform the role (i.e., in fundraising, financial management, strategic planning & work planning, community engagement, the administration of service programs), and a strong track record of progressive achievement.
- Visionary, strategic thinker who can propel program growth, impact, and delivery. Preference for candidates with a deep understanding of the issues youth face in rural communities, ideally with experience with youth services in Vermont.
- Commitment to the mission, vision, and values of the organization
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, communicator, and fundraiser.
- Excellent coalition building skills and previous success in establishing partnerships with individuals and organizations of influence, including civic leaders, city and state officials, nonprofit agencies, and for-profit entities.
- Astute leadership with the ability to set clear priorities, delegate, and guide investments in people and systems in order to achieve targeted strategic goals; skilled at open communication and transparent decision making; history of creating a positive work environment where employees can thrive and grow.
- Adept in recruiting, developing, and retaining talented staff while fostering a sense of belonging and shared purpose.
- Experience leading a team, department, project and/or campaign to achieve its goals.
- Demonstrated success in fundraising through annual fund campaigns, major donor fundraising, corporate partnerships and sponsorships, and proposal development that leads to grant funding from public and private foundations.
- Strong understanding of nonprofit governance and demonstrated experience working collaboratively with a Board of Directors.
- Financial acumen with experience developing and managing a budget, creating revenue projections, producing monthly financials; knowledge of proper recordkeeping and financial controls.
- Keen analytic, problem-solving, time management and organizational skills are essential.
- A strong sense of accountability for yourself, your team, and others working in support of the organization.

Employment Requirements:

Successful background and reference check, including fingerprinting; Reliable transportation and willingness to travel to client sites and/or organizational events; Ability to work a flexible schedule.

To apply, please send your resume/CV, three references, and a cover letter outlining your interest and relevant experience to: execsearch@mentorconnector.com. Applications will be considered on a rolling basis until the role is filled, with application review beginning on 5/15.

Salary & Benefits:

Salary Range: \$68,500 - \$80,000 (dependent on experience). The Mentor Connector also provides contributions toward health and dental insurance, 12 paid holidays, 4 weeks of PTO, 6 personal days, a retirement savings plan with an organizational match, cell phone reimbursement, and professional development opportunities.