

Job Announcement: Executive Director

Organization Overview

For almost 30 years Mentor Tutor Connection (MTC) has been helping K-12 and high school students in the Mountain View-Los Altos school districts enhance their academic, social, and emotional growth by cultivating meaningful connections with adult volunteer mentors and tutors. Last year 177 volunteers supported 342 students in 18 schools. With an annual budget of approximately \$450,000, the Executive Director leads a staff consisting of eight part-time employees, all working primarily from home..

Position Overview

MTC seeks an Executive Director who is a collaborative and inspiring leader capable of engaging staff, board members, volunteers, donors, and the community to support our mission of helping build brighter futures for youth through exceptional tutoring and mentoring programs.

This role requires a visionary and independent leader who will be responsible for overseeing fundraising, financial oversight, program management and development, human resources, and community engagement while ensuring that MTC remains fiscally sound, strategically focused, and impactful.

Key Responsibilities

Leadership and General Administration

- Serve as the key management leader, overseeing MTC's administration, operations, and mission fulfillment.
- Play a pivotal role in shaping and guiding the strategic planning process, ensuring effective development, implementation, and evaluation.
- Serve as MTC's primary spokesperson, advocating for the organization's mission and impact within the community of donors, partners, media and community leaders.

Development and Fundraising

- Drive a high-impact fund development plan, ensuring innovative and sustainable revenue growth resulting in diverse revenue streams beyond traditional fundraising, strengthening MTC's long-term financial sustainability.
- Expand local revenue generating and fundraising activities to support existing program operations, including preparing and overseeing grant applications, shaping the vision of the annual Community Report, strengthening donor relationships, gaining financial support from the community, and identifying new and varied revenue sources.

Financial Management

- Provide strong financial leadership, working closely with the Treasurer, bookkeeper, and accountant to maintain fiscal health and transparency.
- Implement and uphold rigorous financial policies and procedures, fostering accountability and responsible stewardship of funds.
- Develop and oversee MTC's annual budget with a strategic, forward-thinking approach to ensure financial sustainability and mission-aligned resource allocation.
- Ensure that funding is robust enough to meet or exceed strategic goals and objectives.

Programs and Operations

- Provide strategic oversight of mentoring and tutoring programs, ensuring they are high-impact, data-driven, and continuously evolving to meet student needs.
- Develop and implement a comprehensive strategy for program KPIs, ensuring continuous assessment, effectiveness tracking, and the agility to pivot for optimal outcomes. Design and oversee annual program surveys for students, volunteers, and school personnel to inform improvements.

- Spearhead innovative volunteer recruitment and retention strategies, ensuring a strong pipeline of dedicated mentors and tutors. Proactively address shortages with creative problem-solving and engagement strategies.

Qualifications

- Experience in a leadership role, directly managing a team in a non-profit, or social impact organization. Be a leader of organizational strategy, programs and people.
- Executive Director experience preferred, but strong leadership, delegation, and vision-setting experience will be considered.
- Passionate about MTC's mission and knowledgeable about the local K-12 education system.
- Demonstrated ability to build relationships with board members, staff, donors, and community stakeholders.

Skills & Expertise

- **Fundraising & Development:** Experience with donor cultivation, major gifts, direct appeals, and corporate partnerships. Knowledge of grant writing and alternative funding sources.
- **Marketing & Branding:** Ability to oversee strategic marketing efforts, manage public relations, and develop compelling community engagement strategies.
- **Financial Management & Accounting:** Strong knowledge of accounting practices; experience with budget development, demonstrated experience managing cash budgets between \$300-\$600K, and fluent in QuickBooks, financial reporting, and nonprofit fiscal responsibility.
- **Communication & Public Speaking:** Strong ability to communicate clearly in both written and verbal formats; confident in public speaking and facilitation.
- **Problem-Solving & Conflict Resolution:** Skilled at identifying challenges and implementing solutions to maintain a positive, solutions-oriented work environment.
- **Human Resources & Policies:** Understanding of HR best practices, compliance requirements, and fostering a strong team culture.
- **Adaptability:** Highly organized, flexible, with the ability to pivot when necessary and manage multiple and overlapping projects

Technical Skills

- Proficiency in Microsoft Word, Excel, Google Suite, and QuickBooks.
- Strong knowledge of database operations.
- Comfortable using Google Drive and cloud storage to maintain accurate and organized documents.

Location

This is a primarily remote role, with flexibility to work from your preferred location. Regular in-person attendance is required for:

- Staff and board meetings
- Donor and stakeholder engagements
- Retreats and strategic planning sessions

Occasional evening and weekend work is also required.

The ideal candidate should:

- Be able to commute easily within the South Bay Area.
- Have flexibility to travel for essential in-person meetings.

Compensation and Benefits

This position does not include health benefits; however, PTO, mileage reimbursement, option for employee contribution to retirement plan and cell phone stipend are provided.

Salary: \$95,000-105,000

Application Process

Please send your resume and cover letter detailing your interest and qualifications to the MTC Search Committee at SusanK@mentortutorconnection.org.