



PRIMARY PURPOSE + FUNCTION

The Executive Director [ED] will have overall strategic and operational responsibility for Affinity Mentoring staff, programs, advancement, short and long term strategy, and execution of its mission.

QUALIFICATIONS + EXPERIENCE

Required

- Bachelor's degree required
- 5+ years of senior management experience
- Passion for youth development, social justice and education
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Experience in fund development; exhibit understanding of the community's nonprofit and donor framework
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Demonstrated ability to solve problems, analyze systems and data, and make suggestions for improvement
- Strong financial management and planning skills
- Strong capacity for short and long term strategic planning
- Excellence in data collection, analysis, and management
- Required skills in Microsoft Word and Excel, email, and general internet functions
- Able to pass all required background checks

Preferred

- Masters degree preferred or equivalent experience
- Understanding of youth development, education and/or mentoring
- Bilingual in Spanish/English

SPECIFIC RESPONSIBILITIES

Leadership + Management

- Ensure ongoing programmatic excellence
- Lead, coach, develop, and retain high-performance Affinity Mentoring employees
- Maintain consistent quality of finance, administration, fundraising, communications, and IT systems; set timelines and ensure resources needed to achieve the strategic goals
- Research, develop and execute short and long-term strategic planning
- Engage in personal growth related to Diversity, Equity and Inclusion and lead the organization in anti-racist and other inclusive and equitable practices and policies
- Actively engage and energize Affinity Mentoring board members, staff, event



- committees, alumni, partnering organizations, and funders
- Support a strong Board of Directors: seek and build board involvement with strategic direction
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

Development

- Carry a “portfolio” of major donors to cultivate and steward over the course of the year
- Record notes on meaningful interactions and respond to the prompts of the development team
- Sign thank you letters promptly and write personal notes when appropriate
- Represent the organization in the local community and be the “face” of the organization at events, donor meetings, and industry related activities
- Present the mission and vision of the organization at fundraising events and to donors as needed
- Create and maintain partnerships with like-minded organizations
- Represent the organization within the industry at conferences and gatherings
- Assists the board governance committee in creating a balanced and well-positioned board
- Innovatively consider ways to generate finances

Additional

- Facilitate and engage in community listening and analysis to ensure services provided are both needed and wanted by the community
- Supervise, train, and work with interns
- Attend and actively participate in regular Team Meetings
- Attend regular individual supervisory meetings with the Board President
- All teammates will regularly engage in introspection and conversation about power dynamics related to oppression and privilege, for example conversations about race, different abilities, sexual orientation, gender identity, language, country of origin, and more. Affinity Mentoring understands that we are all learning and growing, but the work we do requires us to continually engage in these conversations.
- All teammates will actively work to uphold, promote, and fulfill the mission and vision of Affinity Mentoring
- All teammates will actively work to fulfill the mission and vision of Affinity Mentoring
 - **Our Mission is to** facilitate equitable growth in academics, social emotional skills, and self-esteem through mutually beneficial mentoring relationships. We believe in cultivating a brave space that amplifies the voices of young agents of change in a diverse and inclusive community
 - **Our vision is to** be a leading nonprofit for fostering belonging alongside young people, families, and community

POSITION DETAILS

Reports to: Board of Directors
FLSA Status: Salaried, exempt



JOB DESCRIPTION
Executive Director

Position Status: 40+ hours weekly [flexible scheduling, including 8-10+ evening and/or weekend hours per month]

Starting Salary: \$55,000-60,000

Benefits: Cell phone stipend, Medical and dental insurance, Short and Long Term Disability Plans, Retirement plan with match, Employee Assistance Program and generous Paid Time Off

EQUAL OPPORTUNITY EMPLOYMENT:

Affinity Mentoring seeks to insure and provide equal opportunity for all persons seeking employment without regard to race, color, nationality, religion/culture, gender identity/expression, sex, marital status, sexual orientation, socioeconomic status, military status, or disability.