



## Minds Matter Twin Cities –Executive Director Job Posting

**Summary** – Minds Matter Twin Cities is seeking to hire our first Executive Director. The Executive Director will provide strategic vision for the organization, support our volunteers, grow our fundraising, develop community relationships with diverse stakeholders and guide day-to-day operations. Minds Matter works because of the commitment and time of our volunteers, and the Executive Director will focus on partnering with the Board and volunteers to ensure the overall health of organizational operations and culture, fundraising for sustainability, and driving programmatic growth.

### **About Minds Matter Twin Cities**

Minds Matter Twin Cities was established in 2012 as an all-volunteer organization and the tenth chapter of Minds Matter, a national nonprofit organization headquartered in New York City. Minds Matter connects driven and determined students from low-income families with the people, preparation, and possibilities to succeed in college, create their future, and change the world. Our three-year program, beginning in the tenth grade, provides mentoring, test prep, writing and critical thinking instruction, access to college-immersion summer programming and personalized college advising. To date, we have done this work exclusively through highly dedicated and passionate volunteers and are looking for an Executive Director to amplify our volunteer efforts, not replace them. We've impacted over 100 students with help from 365 volunteers.

Learn more about our local organization at [www.mindsmattermn.org](http://www.mindsmattermn.org) and the national effort at [www.mindsmatter.org](http://www.mindsmatter.org)

**Essential Duties and Responsibilities** include the following:

#### *Strategic Leadership and Management*

- Collaborate with the Board of Directors to develop a strategic plan for the overall organization and execute against that plan
- Inspire and lead the Minds Matter Twin Cities Executive Committee (EC) to set yearly goals, carry out day-to-day operations, and liaise with the Board of Directors
- Represent Minds Matter Twin Cities to external stakeholders, including schools, colleges, students' families and other non-profit/educational organizations
- Build out consistent and effective organizational infrastructure, policies, processes and procedures
- Liaise and collaborate with Minds Matter National and other Minds Matter Chapter Executive Directors, including participation in Minds Matter National meetings, to understand best practices and drive innovation in the Twin Cities chapter

#### *Volunteer Management*

- Collaborate with volunteer leaders to recruit and train new volunteers
- Identify partnerships and build volunteer pipelines to grow and sustain volunteer base
- Empower and enable volunteers to successfully lead and implement programming
- Recognize and support volunteers through effective volunteer management

### *Fundraising and Partnership Development*

- Develop and implement a fund development plan to support growth by sourcing, attracting and retaining individual, corporate, philanthropic and other donors
- Represent Minds Matter effectively with donors, partners and other stakeholders
- Take a leadership role in managing donor stewardship and engagement in conjunction with Minds Matter Twin Cities board

### *Programming and Outcomes*

- Work with volunteer leaders on effective delivery of curriculum to students
- Collaborate with volunteer leaders and education experts to develop and support consistent, effective programming and curriculum that advances Minds Matter's goals and visions
- Oversee program impact as measured by the consistent application and measurement of key metrics of program quality and student outcomes; partner with volunteer leaders to share data and best practices
- Collaborate with National and other chapters to share best practices, data and results
- Be an effective steward of resources via disciplined, mission-driven, results-oriented budgeting and planning

### **Qualifications:**

- Passion for changing youth's trajectory through mentorship, education and support
- Experience in education, mentoring and training preferred
- Proven ability to manage volunteer personnel towards a shared vision
- Experience and interest in fundraising to maintain current funders, cultivate new donors, and generate new revenue streams
- Able to evaluate, develop and implement organizational processes to streamline operations
- Exceptional communication and public engagement skills
- Commitment and interest in supporting organizational efforts around diversity, equity, inclusion and belonging
- Experience building and leading a culture of community amongst members of an organization
- Self motivated problem solver with the ability to work with minimal supervision and with maturity and tact to collaborate effectively with Board Members, volunteers, and external partners
- Thrives in highly collaborative, lean, fast-paced, and entrepreneurial environment with the integrity, wisdom, persistence and humor necessary to address the practicalities of a dynamic organization
- Bachelor's degree required

### **Compensation, Hours and Location:**

Compensation range is \$70-100,000 DOE + compensation in lieu of benefits. As the first employee, the Executive Director will help build out employee benefits and policies. This is a full-time primarily remote position, with a flexible schedule. The Executive Director is expected to participate monthly in-person at Saturday programs.

### **How to apply:**

Position is open until filled with the first screening of candidates in late May. To apply, send a cover letter and resume as one .pdf to [hannah@mightyconsulting.org](mailto:hannah@mightyconsulting.org). If you have questions about the position, please email [roger@mightyconsulting.org](mailto:roger@mightyconsulting.org) to discuss the position.