



**Healthy Cities Tutoring, Inc.**  
**Executive Director**

Healthy Cities Tutoring is seeking a collaborative community leader and hands-on director who will continue to inspire, guide and lead the efforts of a highly effective and efficient organization by strengthening operations, increasing individual funding and enhancing community awareness, as we continue to expand our services to support more children in need in our local communities.

**Overview**

Healthy Cities Tutoring (HCT) is a leading community-based non-profit organization dedicated to providing a one-on-one volunteer tutor/mentor for every student struggling to achieve success in school in the communities we serve. In collaboration with schools, parents, tutors, and the community, Healthy Cities Tutoring is distinctive in its approach and practices, going beyond traditional curriculum-based tutoring by innovatively addressing each student's unique social, emotional and academic needs.

The Executive Director plays a pivotal role in guiding the organization, including meeting the goals identified in a comprehensive strategic plan completed last year. The Executive Director is the leader of a group that currently includes a 7-member Board of Directors, five part-time paid staff members, 350 volunteers and hundreds of donors. The annual operating budget of Healthy Cities Tutoring is approximately \$240,000 and the program serves close to 500 students annually at 12 schools located in San Carlos and Redwood City, California. For more details about our history, values and leadership and our strategic plan, visit [www.healthycitiestutoring.org](http://www.healthycitiestutoring.org) and follow us on social media (Twitter and Instagram: @HCTutoring, Facebook: facebook.com/HealthyCitiesTutoring).

**The Ideal Candidate**

Reporting to the Board of Directors, the Executive Director is responsible for overseeing fundraising, marketing, finances, administration, and programs under the guidance of the strategic plan. We are seeking a collaborative leader and hands-on manager who will continue to inspire, guide, and lead the efforts of a highly effective and efficient organization. The Executive Director will bring enthusiasm and prior experience as a relationship builder, volunteer leader, and strategic thinker to the work. Candidates should enjoy working in a volunteer-driven organization that values a diverse cultural and economic base of support. This position may be negotiable from an 80% to a full-time, exempt position.

## **Responsibilities**

### **Implement the Strategic Plan**

- In partnership with the Board, evaluate and implement short and long-range strategic priorities, budgets, and growth initiatives that reflect the mission, values and goals of the organization
- Provide the standing committees and the Board with adequate information to reach strategic decisions and to formulate necessary policies, processes and goals

### **Fundraising and Financial Management**

- Working with the Board of Directors, develop ambitious fundraising plans and overall fund development strategies; meet or exceed fundraising goals
- Write grants to corporations, foundations and local community groups
- Working with the board treasurer, lead the budget development process and identify long-term goals and objectives for the next fiscal year and beyond; Provide financial oversight, develop and maintain sound financial practices
- Review and oversee the development of communication strategies and content for collateral materials including the website, social media, annual report, newsletters, donor and promotional materials
- Ensure compliance in relevant local, state, and federal laws, regulations, and reporting requirements

### **Program Operations**

- Ensure that the programs and services achieve the mission and purpose of HCT
- Design and implement an ongoing process for continuously evaluating and improving the quality and impact of the program
- Identify student outcomes and create measurement tools to assess progress
- Develop and maintain positive working relationships with teachers and administrators at all school sites; coordinate and troubleshoot as needed to improve program delivery at each school
- Design, coordinate, and implement organization's volunteer training program, periodic in-service training and volunteer recognition events
- Keep abreast of other providers' service models, funding sources, and local market penetration as a means of staying on top of best practices and marketplace conditions

### **General Management and Administration**

- Develop and support a culture that attracts, retains and motivates a diverse and effective staff; foster an environment where positions are well-defined, ongoing training and professional development are offered, and the staff is valued for their work
- Oversee recruitment, retention and evaluation of staff; regularly review compensation and benefits
- Ensure compliance with personnel policies and state and federal regulations for workplaces and employment
- Ensure all volunteers are appropriately screened and deemed appropriate to serve as tutors in the program
- Ensure that the organization is adequately insured and effective risk management practices are used
- Identify how technology can be used to improve productivity and organizational efficiency

## **Board Relations**

- Support the activities of the Board of Directors and serve as a link between the Board, the program staff and the community
- Serve as an active non-voting member of the board and all its committees and attend all board meetings
- Secure the Board's trust and confidence; keep the Board chair informed about the organization's operations, make clear and sound recommendations for Board action and provide ongoing communications of critical matters related to HCT
- Ensure organization's Strategic Plan is followed and update Board on progress
- Assist the Board in identifying and recruiting new Board members whose talents, commitment and fundraising abilities meet the needs of HCT

## **Essential Requirements**

*The ideal candidate will have senior management experience and many of the following skills and experience acquired in either paid or volunteer leadership role(s):*

- Proven experience as an Executive Director for a nonprofit or in a senior managerial position for at least 3-5 years
- Identifies closely with the mission of HCT
- Sets the bar high for him/herself and the team; a "doer" with a willingness to work hands-on without micromanaging; a high-energy level, upbeat personality; values and appreciates hard work and commitment
- Ability to work in close partnership with a working Board to lead the organization toward a shared vision as outlined in the Strategic Plan and in response to changing needs and opportunities
- Proven track record of leading an organization that successfully attracts and sustains a broad base of community fundraising
- Demonstrated capacity to develop and sustain collaborative relationships with diverse stakeholders in the local community
- Exceptional communication skills including writing, public speaking, meeting facilitation, and consensus building
- Ability to juggle and prioritize multiple projects while maintaining attention to detail
- Experience attracting and motivating volunteers and staff to a high level of performance
- Financial and/or business management, including budgeting, oversight, and nonprofit compliance
- Bachelor's Degree required, advanced degree helpful. Experience in education or human services sector also a plus.
- Spanish language skills a plus, but not a requirement

*In addition, candidates will need to:*

- Effectively use information technology, social media, accounting, fund development and database applications
- Work occasional nights as needed to support Board and community events
- Provide own car, insurance, and valid driver's license or other means to travel throughout the San Carlos and Redwood City area
- Pass a background check including DOJ screening
- References, upon request.

**Deadline for applications: May 11, 2018 or until position is filled**

**Interview dates: May and June 2018**

**Estimated start date: August 2018**

**Compensation:** Healthy Cities Tutoring is prepared to offer a competitive nonprofit compensation package that includes 15 days Paid Time Off, 10 paid holidays and our office 'shut-down' for the week between Christmas & New Years. Position may be from 80% to 100% time (negotiable). Though candidates from beyond the San Francisco Bay Area are encouraged to apply, funds are not available for relocation or housing assistance.

**Confidential Application Process:** Email your cover letter (Word or PDF document) summarizing your interest, fit with each of the essential qualifications listed, compensation requirements, and experience along with a current resume to: [boardpresident@healthycitiestutoring.org](mailto:boardpresident@healthycitiestutoring.org) with "Healthy Cities Tutoring ED Search" in the subject field. Resumes must have a cover letter in order to be considered.

Inquiries from candidates are welcomed and should be directed to Lauren Pachkowski:  
[boardpresident@healthycitiestutoring.org](mailto:boardpresident@healthycitiestutoring.org).

*HCT is an Equal Opportunity employer. Applicants are considered without regard to race, color, religion, creed, national origin, age, sex, gender, marital status, sexual orientation and identity, genetic information, veteran status, citizenship, or any other factors prohibited by local, state, or federal law.*