



“Reach a child. Touch a Family. Build a community.”

Executive Director Opportunity Healthy Cities Tutoring, Inc.

The Organization

Founded in 1997, Healthy Cities Tutoring (HCT) ignited an amazing community partnership between schools and community to support the well-being of children. We support schools, teachers, students and families and the greater community by empowering students to achieve their academic and personal goals all while offering community members a way to volunteer and give back right in their own neighborhood. We fill an important need that is not addressed by the public or private sector, and one that is critical to the success of our youth and our future. We are community building at its best transforming the lives of students, tutors and families.

Healthy Cities Tutoring, a leading community-based organization 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. Our innovative, one-on-one tutor-mentor program matches students from age 5 to 14 with high-caliber volunteer tutors. We are dedicated to providing a one-on-one volunteer tutor/mentor for every student struggling to achieve success in school in the communities we serve, and we are planning to continue this growth to serve more children and families.

Healthy Cities Tutoring currently works with nearly 500 students in twelve schools in San Carlos and Redwood City. We continue to grow and expand thanks to generous donors including Franklin Templeton, Palo Alto Medical Foundation, and our newest partner, the Chan Zuckerberg Initiative.

We believe each student, regardless of their background, deserves to feel confident and engaged in learning. We measure success at each stage across academic performance, confidence, and engagement. Our teacher/parent/tutor satisfaction metrics are extremely high. Parents, teachers, and students consistently share high levels of satisfaction about our approach and impact, with

95% of parents rating HCT as Excellent or Good. A current volunteer recently shared: “This has been such a great experience - I don't really have just one word to describe it. That one hour a week is the most important hour of the week for me.”

We have a very special organizational culture: a supportive, collaborative team and work environment. People truly enjoy working here. The staff, board and volunteers feel they are making a big difference in the lives of youth and their families.

The Opportunity

San Carlos-based Healthy Cities Tutoring is seeking a collaborative, hands-on community leader who will continue to inspire, guide, and lead the efforts of a highly effective and efficient organization. The new Executive Director will continue to strengthen operations, increase individual giving, support and inspire our over 400 caring volunteer tutors, and raise community awareness of our movement as we expand our program to reach hundreds more local children in need.

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.

The Executive Director plays a pivotal role in guiding the organization, including meeting the goals identified in our 2017 comprehensive strategic plan. With guidance from the Board of Directors, the Executive Director partners with five part-time paid staff members, 400 volunteer tutors, and hundreds of donors. For more details about our history, values and leadership and our strategic plan, please visit www.healthycitiestutoring.org and follow us on social media (Twitter and Instagram: @HCTutoring, Facebook: facebook.com/HealthyCitiesTutoring).

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 annual and multi-year 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
- Cultivate, solicit, and steward gifts from individual donors across the Bay Area

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 update measurement tools
- 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

Board Relations

- Serve as an active non-voting member of the board and all its committees and attend all board meetings
- Support the activities of the Board of Directors and serve as a link between the Board, the program staff and the community
- 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

Qualifications

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, including successful fundraising and volunteer recruitment/management experience.
- Identifies closely with the mission of HCT
- Bachelor's Degree required, advanced degree helpful. Experience in education or human services sector also a plus.
- Demonstrated capacity to develop and sustain collaborative relationships with diverse stakeholders in the local community, especially volunteers
- Experience attracting and motivating volunteers and staff to a high level of performance
- 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
- Exceptional communication skills including writing, public speaking, meeting facilitation, and consensus building
- Ability to juggle and prioritize multiple projects while maintaining attention to detail
- Financial and/or business management, including budgeting, oversight, and nonprofit compliance
- Spanish language skills a plus, but not a requirement

In addition, candidates will need to:

- 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

Deadline for applications: May 18, 2018 or until position is filled

Compensation: Healthy Cities Tutoring offers 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).

Confidential Application Process: Email your cover letter summarizing your interest, compensation requirements, and experience along with a current resume to: Lauren Pachkowski, boardpresident@healthycitiestutoring.org with "Healthy Cities Tutoring ED Search" in the subject field.

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.