



National CARES Mentoring Movement

Executive Director Position Description

Organization

The National CARES Mentoring Movement was founded in 2005, in the wake of Hurricane Katrina, as Essence CARES. We looked up then, as the world did, at all the vulnerable youngsters who, as much as anything, needed the love, guidance and support of able and caring adults. Through our affiliates, which we refer to as CARES Circles, public speaking by our founder, Susan L. Taylor, and extensive media coverage, the mentors we have recruited now serve more than 125,000 young people as role models, tutors, reading buddies and graduation coaches in schools, youth-support organizations and reentry programs. These dedicated leaders COLLECT willing and able Black men and women, CONNECT with them to inspire and often train them, then DIRECT these adults to local mentoring programs and, in some cities, to the group-mentoring, academic-enrichment pilots we are building with our partners.

For more information, please visit: www.caresmentoring.org

Position

National CARES is seeking a strong leader who understands and cares deeply about the state of emergency among impoverished Black children. We are seeking a leader with a strong entrepreneurial style and fierce urgency for social justice, specifically as it relates to the pressures on under-resourced Black children.

Reporting to the Chief Executive Officer and Founder, the Executive Director leads and manages the implementation of our organization's strategic fundraising, programmatic and organizational goals and objectives, as well as engages the Board of Directors in the fulfillment of these goals and objectives. The Executive Director prioritizes all projects that relate to the Founder and Chief Executive Officer, to ensure her optimal impact on the organization. On a day-to-day

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basis, the Executive Director oversees a staff of five and nearly 60 Affiliates across the country, including key direct reports: Director of Affiliate Relations, Director of National Initiatives, Director of Communications, Director of Finance and a Director of Development.

Seeking candidates located in or near New York City, or the Washington, DC, metropolitan area. No relocation costs are offered.

Responsibilities:

Strategy

- Support the Founder and Chief Executive Officer's organizational visioning work; translate that vision into operational goals and benchmarks, evaluating the operational needs of new initiatives, sites and plans;
- Partner with, and engage, the Board of Directors to leverage and secure resources, contribute expertise and advice on short- and long- term strategic goals;
- Communicate openly and regularly with National CARES staff, affiliates, volunteers and supporters to ensure their engagement with the strategy.

Operations

- Ensure the successful execution of National CARES programs and mission; allocate resources to achieve annual and five-year goals;
- Groom and mentor a high-performing team, clarifying roles and responsibilities on an on-going basis, and enabling effective cross-discipline teams;
- Communicate openly with, and provide transparency to, the Board of Directors about the financial, programmatic and impact performance against stated milestones and goals;
- Provide strategy and leadership to all programmatic initiatives by working closely with executive leadership team to ensure that program structures, operational benchmarks and resources support the organization's needs;

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- At a strategic level, partner with the Director of Finance and Administration to guide the development of the organization's financial, human resources and technological systems so that they support, measure and communicate financial information and outcomes on quantitative-and qualitative-performance indicators;
- Use a performance-measurement system to guide strategic and operational decision making.

Fundraising

- Work closely with the Founder and Chief Executive Officer on key fundraising initiatives that require her involvement;
- Personally build and deepen key stakeholder relationships to ensure on-going engagement with and commitment to National CARES;
- Oversee the development team's strategy and execution by working closely with the Founder and a Director of Development; develop and consistently review/update a comprehensive fund-development plan that identifies prospects and donors, as well as researches and enhances the short- and long-term diversified funding base for National CARES.

EXPERIENCE REQUIRED:

- At least 10 years of experience in a high-level leadership position, preferably the top leadership position of a multi-state organization focused on making systemic change for under-resourced populations; experienced in building and managing a high-performance staff and motivating the team to achieve at the top tier;
- Bachelor's degree; an advanced degree preferred in the areas of non-profit management, business, law or education administration;
- Demonstrated experience raising funds (at least \$1 million dollars per year).

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SKILLS, KNOWLEDGE AND ABILITIES:

- Experience growing an organization and building infrastructure to support growth, change, sustainability and scalability;
- Works well under pressure; understands how to prioritize work; stays calm under pressure;
- Believes transformational change is possible and has been a part of transforming lives on a mass scale;
- Extremely organized; detail oriented, yet able to see the big picture and make global decisions while understanding the impact of decisions on individuals within the network;
- Experience and comfort working in a rapidly growing organization;
- Experience in risk management of youth-support programs; ability to analyze and mitigate risk throughout the organization;
- Strong knowledge of best practices in mentoring, youth development, and after-school initiatives;
- Ability to think critically and strategically and be resourceful and entrepreneurial with limited resources and achieve in spite of limited resources and/or staff;
- Demonstrated working knowledge of target population shown through management of programs serving school-age youngsters;
- Excellent writing and verbal skills;
- Excellent public speaking and presentation skills and experience;
- Must be very tech savvy and knowledgeable about MS Word, Excel, PowerPoint, online project-management tools, email, texting and social-media applications, such as Twitter and Facebook;
- Must have the ability to see the positive side of difficult situations, and a sense of humor would be greatly appreciated.

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Salary commensurate with experience; benefits package offered.

To apply, please submit letter of interest, resume, and salary requirements to CARESHR@caresmentoring.org

No phone calls or staffing agency solicitations please.

The National CARES Mentoring Movement is an equal opportunity employer.

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