

Bridges Kinship Mentoring

Executive Director Position Description

Organization

Founded in 1995, Bridges Kinship Mentoring's mission is to help children and adolescents achieve their greatest selves by connecting them with positive role models who can befriend, inspire, encourage and guide them.

We achieve our mission through offering and managing these core programs in Itasca County, MN:

- Community based mentoring
- Kinship connections
- Lunch buddies
- School based mentoring
- Site based mentoring

For more information, please visit www.bridgesmentoring.org

Position

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Bridges Kinship Mentoring staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, volunteer management, and business plans.

Responsibilities

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems;
- Recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize Bridges Kinship volunteers, board members, event committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction for ongoing operations
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

Fundraising & Communications:

- Nurture and expand local revenue generating and fundraising activities to support existing program operations
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger organization
- Use external presence and relationships to garner new opportunities

Planning & New Business:

- Nurture and build partnerships within communities, exploring opportunities for new programming and new program sites when appropriate
- Be an external local and statewide presence networking with other providers to learn new ideas and to add to the body of knowledge in mentoring and nonprofit management

Qualifications

The ED will be thoroughly committed to Bridges Kinship Mentoring's mission. All candidates will be self-directed; have proven leadership traits including coaching, passion and idealism. Concrete demonstrable experience and other qualifications include:

- Bachelor's degree in education, child development, human services, social work or nonprofit management
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop staff and volunteers to set and achieve strategic objectives, and manage a budget
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Skilled in a wide range of computer programs including MS Office, QuickBooks, website management and social media tools
- Experience in volunteer coordination, support and management.