



## **President and Chief Executive Officer, MENTOR Rhode Island**

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### **THE OPPORTUNITY**

#### **ABOUT MENTOR**

MENTOR currently has 24 local Affiliates across the country and three additional Affiliates in development, including Rhode Island.

MENTOR Rhode Island is a stand-alone 501(c)3 organization that advocates for the expansion of quality mentoring, is a resource for mentors and mentoring initiatives across the state and operates school-based one-to-one mentoring programs in several districts throughout the state.

The MENTOR Rhode Island President and CEO reports to the MENTOR RI Board and will work closely with the Board's committees. As President, they will act as a key non-voting member of the Board. As Chief Executive Officer, they will oversee the organization.

#### **KEY RESPONSIBILITIES**

##### **Strategy and Leadership**

- Spearhead the strategic planning of MENTOR Rhode Island in partnership with local stakeholders including philanthropy, nonprofit organizations, corporate executives, and government agencies to guide the organizational plan, benchmarks, and outcomes.
- Maintain, support, and help further develop the MENTOR RI Board of Directors and committees.

##### **Fundraising, Advocacy, and Communications**

- Working with existing staff, oversee overall fund develop strategy in consultation with the fund development director and fund development committee to implement a fundraising strategy that builds on existing relationships with philanthropy, supports the implementation of the strategic plan, and leads to continued organizational growth and sustainability.
- Oversee the implementation of the marketing and communications plan that elevates the issue of mentoring, drives mentor recruitment, and positions MENTOR Rhode Island as a key community resource.
- Advocate and build public awareness, both individually and with partners, to mobilize leaders for support of youth mentoring at the local and state levels with MENTOR RI and with MENTOR at the federal level.

##### **Programmatic and Operational Management**

- Implement initiatives and projects that galvanize key stakeholders including mentoring program providers, corporations, government agencies, schools, institutions of higher education, and faith-

based organizations and develop the appropriate services, trainings, or technical assistance needed by various sectors.

- Supervise, hire, and support a diverse staff to deliver on strategic outcomes and maintain a positive climate that attracts and motivates team members.
- Oversee and manage all aspects of day-to-day operations, including financial management, office administration, facilities management, human resources, compliance, and insurance.
- Actively participate in MENTOR's Affiliate Network and engage in building competency related to the key core functions of a MENTOR Affiliate.
- Promote research-based best practices in Mentoring and Youth Development including awareness and practice of cultural competence.

## **QUALIFICATIONS & EXPERIENCE**

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below:

- Track record of servant leadership with a generosity of spirit that seeks to learn from and understand others in an effort to achieve excellence.
- Demonstrated ability to create an inclusive team culture by leveraging team members from diverse backgrounds and with diverse points of view.
- Substantial leadership experience, including at least five years of managing a team to reach challenging objectives. Experience working with or within both the RI state legislature and private sector is a plus.
- Experience with and passion for leading an organization serving youth and/or promoting mentorship.
- A proven ability to work effectively with a board of directors and volunteer committees.
- Knowledge of the RI philanthropic community as demonstrated by a well-developed professional network that stretches into community-based organizations and the youth development space.
- Proven fundraising experience (or clearly transferable skills) that can be leveraged to raise monies from corporations, foundations and individual contributors.
- Entrepreneurial self-starter; capable of self-management in a complex environment with multiple stakeholders.
- Excellent presentation, verbal and written communication skills that can be adapted based on audience.
- Strong strategic thinking and organizational development skills with an ability to use data to make decisions and to translate strategy to action.

## **COMPENSATION & BENEFITS**

MENTOR RI offers a comprehensive compensation package, with a salary range of \$90,000-\$120,000, commensurate with lived and professional experience. The President and CEO will receive support in accessing a learning community to support their ongoing professional development.

The President & CEO is a hybrid position and will be expected to work from the office several days per week and travel throughout RI approximately 15% of time and twice/year (January and June).

## **MAKING THE DECISION TO APPLY**

To apply to this position, or for assistance, please prepare a resume and cover letter. You may apply by emailing Mentor RI Search Committee at [ceosearch@mentorri.org](mailto:ceosearch@mentorri.org).

## **TIMELINE AND HIRING PROCESS**

We will review and respond to all applications received. While subject to change, candidates selected to advance will progress through a process that includes initial conversations and interviews with members of the CEO Search Committee and MENTOR National leaders. The position will remain open until a final candidate is selected.

-----EQUAL OPPORTUNITY EMPLOYER-----

MENTOR Rhode Island is an equal opportunity employer. We actively seek to build an organization that reflects the diversity of the population we serve. MENTOR RI has a moral belief in the dignity, value and potential of every individual and a practical belief that a diverse, inclusive team will create the best outcomes for our members, partners and the community.