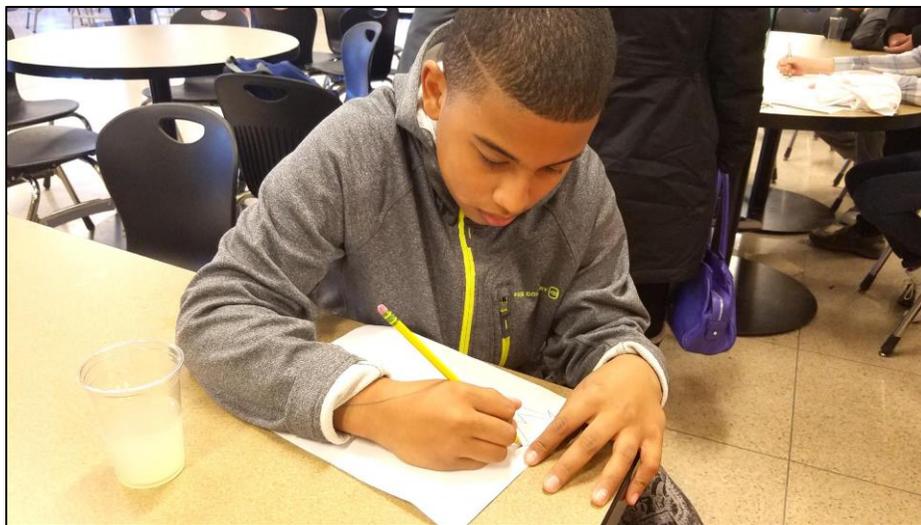




The First Source for Nonprofit Leaders SINCE 1963



STEPS TO SUCCESS



Executive Director Position Guide

www.stepsuccessbrookline.org



ORGANIZATION: Steps to Success, Inc.
POSITION: Executive Director
REPORT TO: Board of Directors
LOCATION: Brookline, MA

Steps to Success Inc., a community-based non-profit that promotes educational equity in order to close the opportunity gap, is seeking a dynamic new Executive Director in Brookline, MA. This is an ideal opportunity for a passionate, collaborative leader with a track record of working in partnerships and managing organizational excellence.

MISSION

The mission of Steps to Success is to promote equity for students from low-income families in Brookline by expanding their horizons, building upon their skills, and supporting their educational journey in order to maximize their life choices.

CORE VALUES

*Create a community based on a culture of trust and engagement.
Set a standard of high expectations for all.
Acknowledge and embody the power of diversity to combat systemic inequality.
Everything we do is student-centered.*

ABOUT STEPS TO SUCCESS

Through a six-year federal grant, STS began in 2001 as a partnership between the Public Schools of Brookline (PSB) and the Brookline Public Housing Authority (BHA). In 2016, STS became a 501(c)(3) non-profit organization with continued support from the BHA and PSB. As of 2021, the BHA is continuing to provide financial support. PSB is providing an in-kind contribution of office space. STS Inc. has an annual budget of \$800,000 and a 16-member Board of Directors.

THE OPPORTUNITY

Building on the aspirations and skills of the young people it serves, STS celebrates its 20th anniversary in 2021-2022, staying true to the overall goal to provide Brookline's low-income students with free, enriching activities to narrow the opportunity gap between them and their higher-income peers. Since inception, STS has focused on

4th grade to college graduation, preparing an average of 300 low-income students annually to succeed through after-school and summer enrichment, career readiness, and college preparation and persistence programs. Going forward, STS is looking for a leader who is tenacious and committed to maintaining the quality of current programming, while also exploring opportunities for program expansion; adding personnel in key roles; increasing its fundraising capacity; and enhancing its reputation as a model program and leader in educational equity.

POSITION SUMMARY

Reporting to the Board, the Executive Director is responsible for collaboratively achieving STS's mission and for oversight of operations, fundraising, and finances. Key responsibilities include:

Leadership and Management

- Maintain and update a strategic plan and engage with the Board and its committees in the strategic direction of the organization.
- Actively engage staff, students and families, volunteers, and community partners (including close collaboration with PSB and BHA leadership) in the STS vision and goals.
- Maintain and cultivate new partnerships with volunteers and community partners.
- Ensure that overall program, finance and administration, fundraising, communications, and other systems are in place and aligned to strategic goals.
- Ensure integration and alignment of all STS programs with school-based program components.
- Manage major STS family engagement events.
- Supervise all staff, programs, and functions.



Financial Oversight, Fundraising, and Communications

- Expand all revenue streams to meet revenue targets, including grants, state contracts, individual contributions, and corporate sponsorships.
 - Maintain and expand external relationships by engaging community partners, individuals, and institutions.
 - Plan and execute fundraising events and activities in conjunction with the Board and Development Committee.
 - Ensure compliance with all fiscal requirements, including invoicing, reporting, and government regulations.
- Develop and manage annual budget/audit and 990 in collaboration with staff and Board.
 - Oversee all communications, including social media, newsletters, and annual impact reports to effectively communicate with partners, students, families, donors, and the community at large.

Evaluation

- Oversee staff collection of program and student data for STS, Inc. programs.
- Manage data management system to evaluate current and future programming.
- Collaborate with PSB and BHA to analyze and use data for program improvement and fundraising.

CANDIDATE PROFILE

STS seeks a values-driven leader with a passion for the mission and the ability to inspire others. The ideal candidate for this role will embrace and embody the values and mission of STS, with a commitment to working on behalf of those who are low income. This person will be a/an:

Entrepreneurial self-starter with the drive to collaboratively set and achieve strategic growth for the organization. The Executive Director must be a creative and confident risk-taker, with the ability to identify opportunities to innovate and expand STS's impact. An adaptive leader, the Executive Director's focus on student and family centered success is informed by lived personal and professional experiences that reflect the communities STS serves.

Strategic fundraiser with experience activating government, corporate, individual, and foundation support. The Executive Director will cultivate relationships to achieve STS's mission, reflecting present needs and widening the circle for future opportunities. They will continue to build STS's visibility and reputation as a vital community resource, forging and maintaining strong relationships with current and potential donors and funders.



Organizational leader with financial and business acumen with a track record in nonprofit, public sector, academic, and/or business leadership roles, demonstrating the ability to set and implement a strategic vision and achieve goals. The Executive Director will have a working knowledge of nonprofit monetary management and budgeting and demonstrate sound financial decision-making skills. In addition, the Executive Director shall utilize a creative and resourceful approach to drive the organization's financial growth and sustainability. A track record of successfully partnering with an active and participative governing board will be essential.

Team builder with a commitment to developing and sustaining high performing collaborative teams. The Executive Director will be a relationship builder and will be skilled at guiding the team to shared success. The candidate must have a record of success as a facilitative and inclusive leader within multi-cultural settings. Guided by a deep respect for others, the Executive Director will be a grounded, flexible, and focused leader.

Champion for a positive, equitable and inclusive culture, both within STS as well as among the organization's partners, that is grounded in a shared vision, vibrant in teamwork, and supported by a mutual respect and an unrelenting pursuit of equality. The Executive Director will use these principles to guide program development, community engagement and outreach, family and student support, and all other organizational strategic initiatives.

Collaborator and partner who understands the challenges and opportunities of community partnerships that include schools, other community-based organizations, students, and families. The Executive Director will bring strong listening and collaboration skills as well as an approachable and transparent style in order to engender trust in community relationships. Candidates will have demonstrated experience in structuring and growing partnerships that meet the needs of clients. They will be guided by a deep level of respect for others in working with constituents from all walks of life. This next leader will maintain and strengthen the organization's partnerships with Brookline Public Schools and Brookline Housing Authority.

Advocate and communicator with an understanding of policy and advocacy efforts aligned with STS's mission. The Executive Director will be able to effectively position STS as an educational model and represent STS at the

local, regional, and state levels with school administration, government officials, and policy and advocacy partners. They should exhibit strong written and presentation skills. The Executive Director will be a sought after thought leader on issues related to educational equity, social emotional learning and/or college prep/access.

The ideal candidate will have a bachelor's degree from a four-year college or university. Graduate degree/s strongly preferred. Prior work in a community-based nonprofit serving diverse and low-income families/experience in school partnerships and out of school time desired. Candidates with diverse backgrounds and lived experience are strongly encouraged to apply.

Steps to Success is an equal opportunity employer and welcomes a diverse pool of candidates.

Please visit www.stepstosuccessbrookline.org to learn more.

To apply, please send a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/3ks7DOL> (click on the Apply button at the bottom of the page).

