

**Title: Executive Director**

**Closing Date: Until Filled**

**Location: Springfield, MA**

**Description:** Action Centered Tutoring Service (ACTS), a non-profit organization, is seeking an Executive Director. ACTS is a faith-based 501(c)3 nonprofit corporation that provides free after school mentoring and tutoring for children in grades 1-5 in Springfield, MA. There are currently 5 tutoring sites, each staffed with a Site Director and volunteer tutors. The Executive Director oversees the implementation of the tutoring activities at these sites. Additionally, the Executive Director reports to the Board of Directors and is responsible for the organization's achievement of its mission and financial objectives.

**Essential Job Functions:**

*Staff Supervision and Training*

- Recruit, interview, and hire new staff: Administrative Assistant, Site Directors, Tutors
- Supervise and delegate tasks to Administrative Assistant
- Provide supervision, evaluation, and support to staff
- Conduct staff meetings on a regular basis
- Visit 5 tutoring sites on a regular basis (weekly/bi-weekly)
- Attend meetings of the Tutor Development Committee to plan trainings. Attend all tutor trainings and assist with training and evaluation when needed.

*Recruitment*

- Students: Establish contacts at Springfield schools and churches to recruit children for program. Provide informational materials and follow up with school staff as needed
- Tutors: Public speaking at churches and other community events. Follow-up with all interested candidates. Maintain a file of applications and CORI reports for all tutors.

*Board of Directors Involvement*

- Attend monthly Board meetings. Provide written update of activities and tasks performed
- Provide important and breaking information through emails during the month preceding the Board meeting
- Maintain effective working relationship with the Board of Directors, especially President and Treasurer
- Identify qualified Board candidates and recommend to Board for consideration
- Assist in orientation of new Board members

### *Fundraising*

- Participate in Fundraising Committee meetings. Assist in preparing grants and required reports for funding agencies
- Assist with Giant Mum Sale annually, including promotion, delivering flowers, depositing checks
- Assist with annual Christmas Appeal
- Assist with online fundraising campaign

### *Community Outreach*

- Identify and reach out to potential partners, supporters, other mentoring programs
- Maintain relationships with community partners
- Prepare monthly electronic newsletters, printed newsletters, website and Facebook pages

### *Administrative/Financial*

- Monitor expenditures and budget, maintaining fiscal solvency and integrity. Duties will include but not be limited to: depositing checks, preparing bi-weekly payroll and approving expenditures by staff
- Work closely with the Board Treasurer to assist in developing annual budget, bi-annual audits and insurance policy renewals
- Meet on a minimum of once a month with Board Treasurer to monitor expenditures and income
- Update Personnel Policies Manual and Tutor Guidebook as required

### **Position Requirements:**

#### *Education*

Bachelors Degree or equivalent

#### *Knowledge, Ability and Skill*

- Strong leadership and visionary abilities in order to maintain and develop ACTS' programs, organizational plans, and financial goals in conjunction with the Board of Directors and staff
- Ability to work with and supervise staff in a consensual, team-oriented manner
- Ability to work independently and be self-motivated
- Organizational, program development, and fund-raising skills
- Knowledge of social media platforms such as Facebook, Instagram, Twitter
- Excellent interpersonal skills
- Attention to detail and follow-through
- Accomplished and concise writing skills
- Knowledge of Springfield area and its school system

### **Salary Information:**

The position is .75 FTEs (30 hours per week). Salary Range: \$38,000-\$45,000

There are no benefits offered with this position

Resume and cover letter should be sent to [jsc.acts86@gmail.com](mailto:jsc.acts86@gmail.com)