

## Overview

[Tutoring Plus](#) is seeking a passionate leader to advance strategic direction, leverage relationships and ensure continued programmatic excellence.

### **The Organization**

Founded in 1964 as partnership between a neighborhood group and MIT students, Tutoring Plus has grown to be a highly respected organization and is one of the longest-running out-of-school time academic service providers for students in the community. Tutoring Plus works to strengthen the fabric of the shared community through its mission: To advance educational equity by supporting youth in their academic, personal and social growth through free, individualized tutoring, mentoring and enrichment programs.

Tutoring Plus does an exceptional job of getting to know each student within its programs. Staff work to understand each young person, who they are as a learner and who they are as an individual, and based on this are able to provide the right scaffolding and support to help them be successful learners.

Cambridge is an economically and racially stratified community, where respected universities and booming biotech companies exist next to families experiencing economic, food and housing insecurity. Tutoring Plus works to close the opportunity gap and ensure that every young person has the opportunity to learn and grow. The organization provides free programs that support students in developing the skills needed to successfully navigate and positively influence our world.

Tutoring Plus [Programs](#) include Tutoring and Mentoring Programs and Enrichment Programs. Tutoring Plus operates seven 1:1 tutoring centers, four subject based enrichment programs and gender-specific programs for middle school girls and boys. In the 2020 -21 academic year, 140 volunteers provided 2,823 hours of free academic support and mentoring to over 140 students in grades 4-12. Tutoring Plus was able to pivot quickly during the COVID-19 pandemic without a service gap, running all programs virtually. During 1:1 tutoring and mentoring programs, students also engage with the social emotional and critical consciousness curriculum that Tutoring Plus staff develop and facilitate. Students learn important skills like perspective taking, questioning sources and teamwork that they apply to a community advocacy program.

Students and volunteers are matched based on academic profiles and personality. Tutoring Plus seeks to provide positive and productive matches that support academic and personal growth for both students and volunteers.

Tutoring Plus has five full-time and ten part-time dedicated staff, 14 supportive and engaged board members, and is a financially stable organization with an operational budget of \$400,000.

## Responsibilities

This is an exciting time for Tutoring Plus with opportunities to increase its impact. The organization is in a strong position financially and programmatically. Demand for Tutoring Plus programs is high and is likely to increase. There are two expansion sites planned for this year with the opportunity for more. The Tutoring Plus staff is passionate and committed and there is a strong volunteer base from local companies and universities. The right candidate will be able to drive the Tutoring Plus mission forward and pursue a strategy of controlled growth.

The Executive Director will be responsible for strategic direction, financial management, community relations and administration and will be supported and advised by the Board of Directors. The next Executive Director of Tutoring Plus will bring management skills, fundraising experience, education or youth work experience, strong interpersonal skills and the ability to take initiative and flexibility.

**To advance strategic direction** the Executive Director will collaboratively develop and implement a regular strategic planning process that engages students, staff, community members, board members and a broad range of stakeholders. Expansion to new neighborhoods and sites within the community will be part of a growth plan.

**Ensuring programmatic excellence** will require a hands-on management style and is an important part of the role. The ED will supervise staff in developing program structures, curriculum, evaluation and general program operations. The ED will develop the appropriate staffing model to meet the organization's goals, including clearly defining staff roles and responsibilities. This will include supervising staff in conducting volunteer recruitment, training, support and retention strategies.

The Executive Director will oversee and safeguard the **fiscal and administrative health of the organization**. This will be accomplished by working closely with the fundraising committee to create and carry out a fundraising strategy, including an annual fundraising event, giving appeals, small events and communications. The ED will maintain, secure and increase grant and contract funding. Fiscal duties will include creating and maintaining the annual budget, including monthly reports and annual tax filing. Administrative functions include payroll, human resources, information technology and general office management.

The next Executive Director of Tutoring Plus will **leverage relationships through outreach, community relations, and partnership and collaboration development**. The ED will maintain relationships with other nonprofits, programs and Out-of-School (OST) providers and establish and promote ties to local businesses, universities, corporations and foundations to support fundraising and volunteer recruitment efforts. This role includes managing external communications to promote Tutoring Plus programming and accomplishments, including website, social media, newsletters, press releases, annual report and other marketing materials.

**Board management** and maintaining a collaborative relationship with the board as a whole as well as with individual board members will be important. This will include cultivating board engagement and actively recruiting new board members who bring skills, perspectives and networks that contribute to the organization's mission, work and growth.

## Qualifications

The ideal candidate will demonstrate success with the following skills and experience: Passion and commitment to the goals, mission and approach of Tutoring Plus. Prior youth or education work experience with a diverse student and family demographic is important.

- Demonstrated commitment to Diversity, Equity and Inclusion (DEI) work at a personal and organizational level.
- Exceptional interpersonal skills, including the ability to interact appropriately with students, families, volunteers, community partners, donors and board members and to be able to work independently and as part of a team.
- Strong team building, management and coaching skills. This will include being able to conduct hiring, orientation, training and ongoing support for staff.
- Strong project management skills and the ability to prioritize tasks, manage competing demands, plan ahead and meet deadlines. Willingness and ability to adapt to changing situations and the ability to take initiative.
- Strong communication skills including verbal, written and listening skills.
- Diverse fundraising experience and the ability to create and manage a budget.

## Submission Guidelines

This executive search is being conducted in partnership with TSNE and consultant Mimi Brunelle. Interested candidates should submit materials via the link on this page. Electronic submissions sent through this link are preferred. All submissions will be acknowledged and are confidential within the search committee.

Candidates should include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of Tutoring Plus along with salary expectations and how they learned of the position. Applications will be accepted until the position has been filled.

The Executive Director position is full time position with some required evening hours for program and community meetings. Salary is commensurate with relevant experience, within the framework of the organization's annual operating budget, and in the approximate range of \$60,000 - 70,000. Benefits

include health insurance reimbursement and dental insurance coverage, 12 paid holidays each calendar year and flexible paid vacation time, and access to training and networking opportunities.

*Tutoring Plus is an Equal Employment Opportunity employer and actively seeks a diverse pool of candidates. Tutoring Plus welcomes people from all racial and ethnic backgrounds, abilities, gender identities, religions, ages, and sexual orientations to apply.*

Apply Here: <https://www.click2apply.net/7eNQ72HObqMKHZWzs75LY>

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