

**ACE Mentor Program Greater Boston**  
**Executive Director Position**  
**April 1, 2024**

**Organization Description**

The ACE Mentor Program of Greater Boston is a volunteer-driven organization that introduces high school students to the professions of architecture, construction management, engineering and the trades. Our flagship program is a free, collaborative after school program that convenes students from multiple schools at six sites around Boston as well as virtually. Each year, 150+ volunteers from our industries coach student teams through an end-to-end interdisciplinary design project such as renovating a subway station or improving a neighborhood's resilience to climate change. Students can participate for up to four years, trying out a different "profession" each year or sticking with a topic of compelling interest. The estimated time committed by a single volunteer mentor is 100 hours a year; that of a student coordinator, mentor recruiters/trainers or site leads easily approaches 200 hours per year.

In addition to activating student interest in our chosen industries, ACE also curates summer internship opportunities. This year, we will place more than 30 high students in professional working environments. ACE Greater Boston's board also raises money for scholarships to support college or training in the trades: In March this year, ACE presented \$250,000 in awards to graduating ACE seniors. Finally, ACE - along with more than 70 sister chapters nationwide - remains available to its participants for mentoring and professional networking. ACE Greater Boston's goal is to be a lifelong resource for our participants.

ACE Greater Boston has had unexpected success in corporate fundraising in recent years, granting us a cushion for capacity-building. ACE Mentor Greater Boston's board hopes to begin strategic planning in the next year.

**Role Description**

This position is a hybrid role; The ED works 75% remotely and 25% in person, either working with board members or public-facing in the community.

Between its founding in 2007 and the hiring of its first executive director in 2019, ACE Greater Boston's working board was self-organized and self-leading. The baseline requirement of its ED was -and still is - to build and maintain a supportive administrative backbone to expedite the prolific work of its volunteer-driven committees. Like the leaders of many small nonprofits, ACE's executive director is as attentive to day-to-day needs as they are to longer-term strategic objectives. Follow-on responsibilities include:

*Current Fundraising Operations.* ACE's board of directors raises most of the organization's funds through direct asks in the months leading up to its June Annual Networking Fundraiser. The executive director provides administrative support to the committee co-chairs and the third party event planner. ACE Greater Boston has also adopted and is implementing Bloomerang as

its CRM/fundraising platform. ACE's ED will continue oversight of that implementation and its rollout as time and resources allow.

*Fundraising Strategy.* Diversifying revenue will be paramount in the next strategic plan. Although the board hasn't set 2024 or 2025 fundraising targets for the Executive Director (ED), this person will be instrumental in developing and executing a new, long-term funding strategy. Savvy in grant-writing, individual donor contribution, or other forms of development will be helpful.

*Community Outreach.* ACE Greater Boston's ED is its ambassador and champion. Working alongside the outreach and programming committees, the ED builds fruitful networks and partnerships with teachers, schools systems and peer nonprofits. The ED participates actively in relevant professional organizations, elevating ACE's visibility and stature amongst peers and stakeholders with an eye towards fundraising, board recruitment, mentor recruitment and internship development.

*Liaising with ACE National.* The national organization sets critical policies and provides technical support to its chapters. They also host annual regional events, which the ED will attend.

*Marketing, Promotion, Social Media.* The executive director delivers marketing and promotion services both internally and externally. The ED oversees the website, the annual report, fundraising collateral for donor cultivation and outreach materials for recruiting schools and mentors. The ED also markets ACE's programming to participants and builds engagement through social media.

*Business Process Design.* ACE's ED will work with the finance committee to update and streamline accounting processes, gradually shifting our volunteer-driven financial function to a bookkeeper. Similarly, the ED will assist the board in identifying and adopting technologies to streamline operations and catalyze productivity.

## **Requirements**

- Undergraduate degree or commensurate work experience
- Willingness to work remotely and as a sole employee
- Five years at the program management level or higher in a nonprofit setting, preferably education-related
- Firm command of nonprofit governance, programming and business models
- A clear commitment to youth development
- Expertise in cultivating networks and partnerships across like-minded organizations, preferably in education/mentorship arenas
- Facility with at least one online marketing platform
- Facility with at least one online CRM/fundraising platform
- Proficiency with at least one online accounting platform
- Access to a motor vehicle

**Skills**

- Organizational design
- Bookkeeping
- Budgeting
- Writing, including grant-writing
- Design and branding
- Public speaking
- Social media

**Desirable**

- Abilities in individual donor cultivation
- Experience working with high school students
- Familiarity with the architecture, construction, or engineering industries, or with the trades

**Compensation**

\$90-\$120K/year commensurate with experience

Healthcare reimbursement

Simple IRA Plan with 3% Contribution

Unlimited PTO

**To Apply**

Please send a cover letter and resume to [executive\\_search@acegreaterboston.org](mailto:executive_search@acegreaterboston.org).

**Position Closing Date**

April 26, 2024

**ACE Mentor Program Greater Boston is an equal opportunity employer.**