



MentorCONNECT: Executive Director Job Description

This is an extraordinary opportunity for an individual who is passionate about the Vision and Mission of MentorCONNECT, has a strong interest in and aptitude for administrative, oversight, management, and fundraising matters, and is a leadership-minded team player.

Who We Are

MentorCONNECT is the first global non-profit eating disorders mentoring community. To date, we have welcomed more than 3,500 members, of whom 98% are female, 87% are from the USA, 5% are from Canada, and 8% are from 43 other countries. Members range in age from 14-70 and are recovering from the full spectrum of eating disorders. Fully 10% of those who apply to participate in our community are recovered from an eating disorder.

Vision and Mission

- **Vision:** MentorCONNECT's Vision is to provide individuals with the means to break through the isolation of eating disorders by sharing the tools of recovery in supporting relationships.
- **Mission:** We accomplish this Mission by connecting members individually and in groups with mentors to share experiences, provide guidance, and help each other through the struggles and triumphs of our journeys.

501(c)3

MentorCONNECT is recognized by the Internal Revenue Service as a registered 501(c)3 not-for-profit corporation as of January 1, 2011. MentorCONNECT is also recognized by the state of Texas as a nonprofit corporation as of May 28, 2010.

Executive Director Role

The Executive Director is the Chief Executive Officer of MentorCONNECT. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

Compensation

The Executive Director position is currently a non-salaried position.



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Executive Director Hallmarks of Success

The successful candidate will display the following attributes:

- Is a strong and proactive, solution-focused, empowering, and has team-centric leadership style.
- Is a mature, creative thinker with a good sense of humor.
- Possesses strong administrative, management, problem-resolution, delegation, time management, fundraising/financial, and networking/public relations skills.
- Has the ability to work effectively across a variety of disciplines (IT, member services, fundraising, special events, finance/accounting, administrative, legal/policy, public relations).
- Consistently displays excellent verbal/written communication skills and strong presentation/facilitation skills.
- Shows familiarity and comfort with the internet, email, and various online tools and a willingness to continue learning new skills in this area.
- Displays a compassionate and caring personality with strong and healthy personal boundaries.
- Exhibits a willingness and ability to mentor younger leaders into roles of increasing responsibility.
- Maintains a keen interest in eating disorders, mentoring, mental health/recovery and nonprofit matters (some prior knowledge of each is also an asset).

Specific Duties and Responsibilities

The Executive Director will be responsible for fulfilling specific duties in these key areas.

Estimated time commitment: 5-10+ hours per week.

Outgoing Executive Director note: This position is flexible time-wise. In weeks where you find you have more time and ideas you want to develop, the role will certainly support all the time you have! In weeks where you have less time, “delegation” is the magic word. Delegation as a leadership strategy also supports the ultimate good of the community by ensuring we have an ever-expanding pool of trained, passionate leaders to draw from to serve our growing community.

Program Development/Administration (40% of time as noted above)

The Executive Director will:

- Provide direction in developing program, organizational and financial plans in concert with the Board of Directors and key leadership-level volunteers/staff.
- Carry out plans and policies as authorized by the board.
- Promote active and broad participation by volunteers/staff in all areas of the organization.
- Maintain and safeguard all official records and documents.
- Ensure compliance with the IRS and all other federal/state/local regulations.
- Maintain a working knowledge of significant developments and trends in the nonprofit, eating disorders, mental health/recovery, and mentoring fields.



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Budget/Finance/Legal (10% of time as noted above)

The Executive Director will:

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance Committee, and Board in preparing a budget.
- Ensure that the organization operates within budget guidelines and that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the Board Chair and Secretary, conduct official correspondence of the organization, and jointly, with designated Board Directors, execute legal documents.
- Oversee all contract work-for-hire to ensure contractual obligations are met.
- Seek out and hire staff as may be needed on an ongoing basis.

Communications (10% of time as noted above)

The Executive Director will:

- See that the Board is kept fully informed on the condition of the organization and its needs.
- As directed by the board, publicize availability of activities, programs, and events that are designed to carry out and promote the public mission and vision.
- Establish sound working relationships/cooperative arrangements with other associations, organizations, individuals, and the greater community.
- Serve as the organization's official spokesperson and represent the programs and point of view of the organization to agencies, organizations, and the greater community.

Human Resources (Volunteers/Staff) (40% of time as noted above)

The Executive Director will:

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate that attracts, keeps, and motivates a diverse team of top quality volunteers and staff.