

**POSITION:**

Executive Director, New England

**ABOUT THE ORGANIZATION:**

Let's Get Ready is an innovative, growing nonprofit that provides high school students from communities historically underrepresented in college with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools and community organizations, Let's Get Ready (LGR) has grown to serve roughly 9,000 high school and college students annually through more than 80 programs from Philadelphia to Maine. With a \$3.5 million budget and a staff of 28, Let's Get Ready operates out of its headquarters in NYC and a regional office in Boston. LGR plans to double the number of students served over the next three years, and is focused on significantly increasing revenues and awareness necessary to support this future growth.

LGR uses a unique near-peer model that is proven to connect with students from low-income and first-generation college-going backgrounds. LGR engages and trains college student volunteer Coaches to deliver services. Some Coaches are from the communities we serve; all have recently gone through the college admission, financial aid and matriculation process. From this vantage point, they can connect with high school students and impact them deeply, offering encouragement, inspiration, and guidance that delivers tremendous results. LGR then supports their transition and ultimate success, leveraging the near-peer model throughout the college experience by pairing students with more senior college students who can help them adjust, adapt, and succeed through to graduation. LGR students are extraordinarily successful, graduating at 5 times the national average for students from low-income backgrounds.

**ABOUT THE POSITION:**

Let's Get Ready's New England office was established in 2006 and has grown significantly over the subsequent years; we now offer programs in Boston, greater Massachusetts, and Maine. New England LGR is poised to grow operations and impact with a talented staff, an engaged New England Advisory Board and Maine Council, and support from national leadership. The Executive Director, New England (ED) will be responsible for ensuring that the New England Region meets its annual and long-term goals. A senior member of the leadership team, the ED will report to the CEO. Specific responsibilities include, but are not limited to:

- **Fundraising, Cultivation, and Stewardship:** Collaborate with the CEO, Chief Development Officer (CDO), and development team members to create and build a comprehensive multi-year fundraising plan that delivers \$1.2m+ in year one through foundations, corporations, events and other sources, and grows in the coming years to fund expansion of the program.
- **Strategy:** In collaboration with CEO, plan program expansion and fundraising strategy for the NE region. Contribute to the strategic thinking and development of LGR through participation on the National Leadership Team.
- **Staff Management:** Support the growth and professional development of team members and managers, supporting them to achieve their goals. Create and maintain an inspiring, positive culture that attracts and retains talented team members.

- Operational Management: Manage fiscally-sound budgeting and forecasting as well as expense, cash flow, and risk management for the region.
- Service Performance, Implementation, and Delivery: In partnership with senior program staff, the ED will ensure high-quality, high-impact program implementation of the nationally-developed model.
- Partnership Cultivation and Stewardship: In collaboration with Chief Program Officer (CPO) and senior program staff, identify and steward college and high school partnerships.
- Board Member Engagement: Recruit, develop, and support a dynamic, engaged, and productive New England Regional Advisory Board and Maine Council that contribute to the success of the region.
- Advocacy: Represent Let's Get Ready at public events, industry forums, and with partner organizations to raise organization's public profile, represent LGR's position on issues of importance to the mission, and to support programmatic goals.
- Communications: Lead New England Region in increasing visibility and brand awareness of LGR's work through regional and local media and marketing channels.

### **CANDIDATE REQUIREMENTS:**

The ideal candidate will possess the following qualifications:

- A genuine passion for, knowledge of, and commitment to LGR's mission.
- Knowledge of local educational and funding landscape, particularly within college access and success.
- Belief that a diverse and inclusive environment will produce the most impact for LGR's students; demonstrated ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints.
- Demonstrated success with fundraising and familiarity with all major aspects of development, particularly corporate and foundation grants and major gift solicitation.
- Proven track record of working closely with executive leadership, Board members, and stakeholders.
- Experience building, developing, and inspiring diverse teams, and the ability to work independently or collaboratively to maximize output and camaraderie.
- A track record of strategic innovation with an ability to generate new ideas and implement solutions to complex problems, while simultaneously assessing and optimizing existing programs.
- Authentic presence, exceptional communication and interpersonal skills, and customer service orientation.
- Ability to balance strategy and execution with a 'do what it takes' attitude.
- Excellent organization skills, with experience working in a data- and process-driven organization.
- Ability to travel throughout the region.
- A minimum of 7-10 years of nonprofit experience with experience inspiring and leading staff members.
- Bachelor's degree required.

### **LOCATION:**

Boston, Massachusetts

### **COMPENSATION AND BENEFITS:**

Salary and benefits will be competitive and commensurate with experience.

### **QUALIFIED INDIVIDUALS, PLEASE APPLY:**

Please send resume and cover to letter to Kathrine Mott at [kmott@letsgetready.org](mailto:kmott@letsgetready.org).

*Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.*