



**FUTURE 5**  
**Executive Director**

**Stamford, CT**

**BACKGROUND**

Future 5 envisions a world where all students can be part of a vibrant and supportive community and access the people and resources they need for college, career and life success.

Future 5 helps motivated, under-resourced students in Stamford connect to their full potential, leading to independence and productive citizenship. Its goal is to connect students to the people, resources and experiences they need to “land with a plan” and successfully transition to and thrive in their post-secondary education and career pathways.

A *membership-based* organization, Future 5 welcomes all motivated young people into a caring community that believes in a holistic approach to help them grow and develop. At Future 5, “we meet the student where they are,” regardless of past achievements or struggles. The only requirement for membership is completing a 6 week introductory workshop, “Here2There.” The membership experience incorporates academic assistance, rigorous college application help and career counseling, as well as working to build character, increased community involvement, and interpersonal skills. Future 5 believes in developing long term relationships with students, so significant work is also undertaken to provide support to members after high school and follow them during their college years and/or during the early stages of their careers.

In addition to its dedicated staff, Future 5 relies heavily upon its 100+ volunteer coaches. Built on the premise of “The Power of Connection,” the coaching system embraces, not just the concept of one-to-one mentoring, but also the idea of a support network that can provide a warm introduction to most professions, a broad spectrum of academic expertise, and familiarity with many higher-education institutions. Its model is firmly grounded in the power of relationships, with a cornerstone of perseverance.

Over the last 12 years, Future 5 has helped more than 600 students achieve their academic, career and life goals by connecting them to Coaches, College, the Community, Careers and most importantly, their own Character. Last year, every senior at Future 5 graduated from high school and 95% matriculated to college. By comparison, nationwide, this same demographic saw only a 66% matriculation rate. Currently, 86% of Future 5 high school students will be first-generation college students within their families.

For additional information about the organization, visit their website at [www.futurefive.org](http://www.futurefive.org)

## POSITION

The Executive Director will be a visible and hands-on executive responsible for the leadership and management of Future 5, including: strategic planning; staff development and alignment; fundraising; and ensuring diversity, equity and inclusion throughout the organization.

Reporting to the Board of Directors, the Executive Director of Future 5 is responsible for providing leadership to implement and periodically update its strategic plan toward its vision of a world where all students can be part of a vibrant and supportive community, with access to the people and resources they need for college, career and life success. Although consultative, ultimate authority for staff and day to day operations is the Executive Director's purview.

The success of Future 5 is driven by actionable efforts and measurable results. Cultural fit to core values inclusive of servant leadership principles is the basis on which all decisions are made. The Executive Director should fully support and maintain the organization's traditions and culture via active listening, empathy, compassion, collaboration, and leading by example.

As Future 5 moves into its next stage of development, the Executive Director will be asked to take on greater external roles. The Executive Director will build upon existing collaborations and partnerships with other nonprofit agencies, government leaders and the local business community. S/he will also be tasked with diversifying Future 5's revenue stream through increased activity in cultivating corporate/foundation and individual gifts.

The ability to motivate and lead staff and volunteers towards Future 5's goals and vision will be integral to the Executive Director's success.

## WHAT SUCCESS BY THE EXECUTIVE DIRECTOR WILL LOOK LIKE

- A growing cadre of Future 5 members and alums progressing successfully along their life journey and careers.
- Increased fundraising to support growing program depth, infrastructure and scholarship support to students.
- Creation/implementation of enhanced technology, to better communicate with members and alumni. Use of data to enhance development efforts, reallocate operational resources, and, where prudent, modify programming.
- Continued focus on/commitment to ensuring that diversity, equity and inclusion strategies are purposeful and ingrained within the Future 5 culture.

## RESPONSIBILITIES

### **Organizational Leadership:**

- Lead the organization and its constituent groups through a planning and change process that is transparent, sets appropriate priorities, and effectively uses human and financial resources to address key resources.

- Provide leadership and management for staff and volunteers in the development and implementation of Future 5's plans.
- Set goals and strategy for staff and volunteers. Review and evaluate progress and implementation.
- Execute effective fiscal policies and procedures and operate Future 5 in a transparent and financially responsible fashion, including timely budgeting, financial reporting, audits, and compliance with all applicable laws and regulations.
- Oversee the financial management of the organization, including the preparation of reports, records and other documentation as requested by the Board that present the progress and status of Future 5's plan and activities.
- Ensure ongoing, rigorous program evaluation, as well as consistency in finance and administration, fundraising, communications and systems. Recommend timelines and resources needed to achieve strategic goals.
- Recruit, motivate, deploy and supervise a professional team that can effectively carry out the organization's programs. Lead a management team whose work in directing daily activities will ultimately allow the Executive Director to spend more time out of the office interacting with private donors, government funders, community leaders, board members, and other stakeholders.
- Oversee the implementation of human resources policies and procedures, including the development of clear job descriptions and performance evaluations for all staff.
- Continue to foster a positive, healthy, collaborative and safe work environment.

**Membership & Programs:**

- Work with the Director of Student Experience and the Director of College Success to ensure that Future 5 maintains an innovative membership experience and dynamic programs and workshops that demonstrate measurably strong results.
- Ensure effective systems are utilized or put to highest and best use for tracking progress and program outcomes in order to measure achievements that can be effectively communicated to the Board, donors, and other constituents.
- Establish and maintain clear protocols for the effective sourcing, oversight and management of Future 5 volunteers, including well-defined roles and expectations.

**Fundraising:**

- Work with the Board to develop and implement a plan that will further diversify the revenue stream derived from government, foundation, corporate, and individual sources.
- Evaluate the feasibility of developing a Scholarship and/or Endowment Fund.
- With staff and Board, lead the planning of all communications, marketing, and public relations.
- Direct the cultivation and meaningful involvement of volunteers at all levels in income-producing activities.

**Community Relations and Communications:**

- Maintain a strong community presence that leverages the credibility of Future 5's relationship with the Stamford community, and promote the achievements and potential of the organization to the educational community, political leaders, donors, and employers.
- Ensure that Future 5's story, message, and program successes are consistently and effectively disseminated to all relevant stakeholders.
- Build productive relationships with other similar nonprofit organizations.
- Deepen and refine all aspects of communications—from social media to external relations—with the goal of creating a stronger community presence and connection with growing Future 5 alums and stakeholders.
- Act as the organization's key point of contact in the greater Stamford community, while encouraging and supporting Future 5's Board, staff, and stakeholders to build the organization's presence and reputation through a variety of media and public engagement opportunities.

**Board and Volunteer Development:**

- Be proactively involved in building and maintaining a strong Board of Directors and Advisory Board to ensure that individual members understand and fulfill their volunteer expectations.
- Collaborate with the Board of Directors in developing annual and strategic plans to guide the organization. Develop, maintain and support a strong Board, including a vibrant, engaged committee structure. Actively cultivate constituents, partnering organizations and donors.
- Work effectively with the Board and its committees to maximize their efforts. Ensure that meetings are properly arranged and organized, and conducted productively. Work with leadership to develop the skills and knowledge required to build agreement on issues.
- Serve as professional advisor and resource to the Board, affiliates and other constituents in all areas of programs, finance, policy and governance.

**QUALIFICATIONS**

**Professional**

- At least 5 years progressive senior-level management and organizational leadership experience.
- While a successful candidate can come from a variety of fields, prior experience in youth development/education/college access will be particularly helpful.
- Proven effectiveness in serving as a spokesperson and representative with funders, community leaders, government officials, the media, and other stakeholders.
- Understanding of and successful professional experience in all areas of fundraising, planning, implementation, and financial resource development.
- A proven track record and the willingness and desire to be personally involved in the cultivation and solicitation of major donors.

- Strong leadership skills, with a philosophy and style that encourages creativity, growth, collaboration, problem solving, open communication, and accountability.
- Exceptional leadership, supervisory, and team-building skills in a nonprofit environment that involves significant volunteer participation.
- Success in developing and leading an organization through the creation and implementation of a strategic plan.
- Experience recruiting, developing and engaging with a high-level, engaged Board and major donors.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, human behavior and performance, and coordination of people and resources.
- Experience in establishing accountability for senior management team.
- Financial management experience (budget development and management).
- Bachelor's degree required. Graduate degree preferred.

**Personal**

- Demonstrated strong passion for the community of students that Future 5 serves.
- Commitment to and understanding of mission-driven organizations, whereby the positive outcomes of its members are the primary focus.
- An open and inclusive style that encourages teamwork and acknowledges enthusiasm and success.
- Ability to present as a persuasive, informed, and inspiring leader and spokesperson.
- Excellent written and verbal communications skills.
- Superior active listening, observation, analytical, and problem recognition and solving skills.
- Ability to make sound judgements independently and to take initiative.
- Well-disciplined and results-oriented self-starter who is extremely resourceful and resilient.
- Excellence in organizational management, with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors, with the proven ability to cultivate existing board member relationships.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.

- Ability to form and maintain partnerships with other organizations, especially those within the educational community.
- Passion, idealism, integrity, a positive, mission-driven and self-directed attitude.

*Future 5 is an equal opportunity employer. It is committed to ensuring equal opportunity to all persons and does not discriminate on the basis of ethnicity, national origin, ancestry, race, color, religion, creed, sex, gender, marital status, sexual orientation, age, gender identity, or expression.*

**For more information, to refer a candidate or to apply in confidence, please contact:**

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