



## **Executive Director Job Description**

### **About Mouse:**

Mouse is a national youth development nonprofit that believes in technology as a force for good. Mouse believes in “Technology with Purpose.” First established in 1997 to bring technology education into NYC schools, in 2018, Mouse merged with Code/Interactive, which focused on professional development for educators and to promote building inclusive computer science programs. Bringing together learning content and educator training, today Mouse’s mission is to empower all youth to engage with creative technology and computer science to make meaningful change in our world. We are committed to fostering greater diversity and humanity in STEM and empower youth -- and all those that educate them -- to access and amplify technology as a force for good. Mouse designs Computer Science and STEM curriculum on our online learning platform (Mouse Create), trains K-12 educators, and engages students through the Design League and Creative Computing Lab’s maker events.

### **The Role:**

Mouse is looking for a dynamic leader who can steer this mature, yet changing organization to its next chapter. We are looking for an exceptional candidate who has excellent interpersonal skills and is able to collaborate and connect with a wide range of stakeholders, many of which may include diverse groups and cultures.

As Executive Director, you will be the Chief Executive Officer and report to the Board of Directors. You will be responsible for optimizing all aspects of the organization’s long-term strategic planning, as well as its day-to-day administration, programs, strategic plans, and finances, ensuring that all are aimed at consistently achieving Mouse’s mission. You should have the ability to fundraise and assist Mouse’s team in revenue-generation efforts. You will be a successful candidate for this role if you have a proven track record of managing organizations through change and growth, and can achieve established goals within the set budgets.

You will lead and inspire the Mouse team, while you carefully manage their efforts, and help develop their skills. You must feel as comfortable speaking in public as writing about the objectives and success of the organization. As Executive Director, you must be an expert at communicating the passion and excitement of Mouse’s mission in public messages.

### **Highlighted Responsibilities:**

- 1) Organization Mission and Strategy:** You will work with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach, including:
  - Implement and manage Mouse’s programs and carry out the strategies established in the recent merger.
  - Assure a long-term strategy that consistently and progressively achieves Mouse’s mission.
  - Convey and guard Mouse’s strategic vision to staff, Board, volunteers, donors, clients.
  - Establish new strategies, programs, and collaborations that support and enhance Mouse’s mission and theory of action.



- Continue and devise strategies that leverage Mouse's diverse capabilities as a cohesive offering aimed to ensure its growth.
  - Enhance Mouse's image by being active and visible in the community and by working closely and in collaboration with other professional, civic, and private organizations.
- 2) Financial Performance and Viability:** You will analyze and sufficiently manage resources to ensure the financial integrity and health of Mouse, including:
- Develop and propose to the Board of an annual budget for approval, in collaboration with Operations team and Board committees.
  - Report to the Board on monthly financial statements, which accurately reflect the financial condition of the organization.
  - Manage the finances, operating budget, budget forecasting, and cash flow reporting consistent with the approved budget, ensure maximum resource utilization, and maintain a positive financial position.
  - Review all expenses thoroughly in conjunction with funding and revenue, and approve all vendor contracts for services.
  - Balance the funding and mission-driven products and services to ensure financial stability across the organization.
  - Ensure that fee-based products and services are structured and managed to be efficient.
- 3) Fundraising and Revenue Generation:** You will oversee and lead all of Mouse's fundraising, development, and revenue-generation efforts to support its mission-oriented programs, including:
- Direct fundraising strategies and donor relations, working with Revenue/ Development team and Board and Associate Board.
  - Engage in fundraising and revenue-generation efforts, including participating in outreach and relationship development.
  - Network energetically with organizational, personal, and sector contacts to identify new sources of revenue and funding.
  - Oversee grant and funding applications, coordination, and management, ensuring that deliverables are met successfully and reporting is accurate, in collaboration with Learning Design and Development teams.
- 4) Organizational Operations and Rigor:** You will lead the Mouse team in executing on established strategies, manage its resources and obligations, and ensure that the operations of the organization are appropriate, efficient, and sustainable, including:
- Oversee the effective administration of all day-to-day operations and adjust for changes when required.
  - Be rigorously precise in evaluating new situations, adhering consistently to the set strategy.
  - Direct the Mouse team clearly in their efforts to achieve the strategy.
  - Attract, hire, develop, and retain competent, dedicated, and qualified staff.
  - Establish policies and procedures that will support the team and Mouse's goals.



- Negotiate, review, analyze, and execute all notes, agreements, and other instruments made and entered into and on behalf of Mouse.
- Incorporate business and organizational management tools that add insights or efficiency.

**5) Board Governance and Management:** You will work closely with the Board in order to fulfill Mouse's mission, including:

- Lead Mouse in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Monitor all aspects of Mouse's work to adhere to plans approved by the Board and to raise issues that should be elevated for their determination.
- Report regularly to the Board, including in communications and via Board and Committee meetings.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of Mouse for the purposes of growing the organization and its impact.
- Devise strategies to engage the Board and build its culture and rapport among them.
- Utilize the Board's skills and connections in a manner that is useful for the organization.
- Solicit support from the Board, in content knowledge and advice, as well as financially.
- Identify and vet potential new Board members.
- Serve as a liaison between the team and the Board.

**General Responsibilities:** In addition to the above, you will:

- Establish administrative policies and procedures for all functions and for the day-to-day operations, including: IT, legal, compliance, governance, and facilities.
- Oversee all talent and HR administration, including cross-functional team coordination, staff development, and annual performance and compensation reviews.
- Supervise staff and volunteers in a manner that is collaborative, consistent with the Mouse culture, and clear in all directives.
- Serve as Mouse's primary spokesperson to constituents, the public, and media.
- Establish and maintain relationships with various private, state, and federal organizations and utilize these relationships to strategically enhance Mouse's mission.
- Oversee messaging, marketing, social media, and other communications efforts.
- Other duties as assigned by the Board of Directors.

**Professional Qualifications:**

- Bachelor's degree required; advance or graduate degree preferred.
- Five or more years of senior nonprofit management experience.
- Total minimum 10 years of related management experience including other sectors – for-profit, government, or academia.
- Substantial knowledge of K-12 Education, Computer Science or Tech Education, or Youth Development is required.



- Proven track record in raising significant financial resources.
- Effective budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities, including planning, delegating, program development, task-facilitation, and team accountability.
- Creative and innovative approach to problems, devising strategies, and iterating solutions.
- Transparent and high-integrity leadership.
- Experienced public speaker.
- Ability to interface and engage with diverse groups within Mouse's community.
- Demonstrated ability to oversee, collaborate with, persuade, and mentor the Mouse team.
- Skillful motivator of staff, Board members, and other volunteers.
- Efficient and clear communicator in both written and oral formats, including in use of remote-working and digital tools.
- Interest or commitment to Mouse's mission to empower all youth to engage with creative technology and computer science to make meaningful change in our world.
- Aligned with Mouse's organizational values: Purpose, Playful, Inclusive, Audacious, Experimental, Creative.
- Adept at team care and engagement and able to balance organizational needs with culture.

**Location:** New York City

**Travel:** Some travel may be required.

**Status:** This is a full-time, exempt position that is not eligible for overtime. The salary will be paid semi-monthly in accordance with Mouse's standard policies, as administered by ADP.

**Salary info:** Mouse will offer for this position a salary that is commensurate with experience and competitive in connection with its annual budget of \$3M.

**Benefits:** This position is eligible for Mouse's standard benefits: competitive health, dental, and vision benefits, life and disability insurance, and a retirement plan with matching contributions.

**Work Conditions + Physical Demands:** This position requires sitting or standing in connection with general office work that is performed indoors, in a temperature-controlled environment, with limited noise typical of an office.

**Equal Opportunity Employer:** Mouse is an equal opportunity employer that does not discriminate in its hiring practices. As part of our commitment to diversity and inclusion, we are actively seeking a diverse pool of applicants from or who have worked closely with historically disadvantaged or marginalized groups. We encourage applications from people of any gender identity or sexual orientation, people with disabilities, people of color, veterans, immigrants, or people from low-income families. We additionally are working to ensure a fair and consistent hiring and interview process.