**Job Description: Executive Director SPIRIT NYS, Rochester**

SPIRIT NYS is focused on enabling homeless and parentally insecure high school students to stay in school and successfully graduate. Without intervention, 60% of the students we serve will drop out. ([www.spiritnys.org](http://www.spiritnys.org)). To date Spirit NYS has been an all-volunteer organization, and after 3 years of successful operation, we plan continued growth, to be led by the organization’s first Executive Director. This year we are budgeted for 55 students in 6 different schools. We are supported by a 9-member Board of Directors and a 25-member Rochester Advisory Board who have a wide variety of experiences and many of whom are active participants in performing Spirit NYS’ day-to-day responsibilities.

This position offers an opportunity to make a significant impact in the community and drive positive change.

The Executive Director will initially work part-time (20 hours per week), and is expected to expand as revenues grow. The Executive Director will work from home, with highly flexible hours.

Responsibilities:

* Network throughout the community to increase awareness of SPIRIT NYS to generate new individual, organization, and business donors, supporters, and collaborators.
* Increase revenue-generating sources including increasing the donor base, maximizing donor retention, and stewarding increased contributions per individual donor.
* Research/source prospective grant opportunities, and write/submit proposals for funding to foundations, charitable trusts, corporations, and governmental entities.
* Recruit additional volunteers.
* Serve as a non-voting board member and a mentor to the Board members.

The active core of volunteers are, and plan to continue, providing significant support managing and performing the following:

* doing direct mailings, e-appeals, and social media campaigns to secure contributions from individual donors,
* managing the process of accumulation and delivery of debit cards, supplies, clothing, and gifts periodically to the schools,
* ensuring donors are properly and authentically thanked for their support,
* planning and executing small fundraising events including soliciting sponsors,
* engaging all SPIRIT NYS constituents via regular communications,
* maintaining the organization and event websites with current information and user-friendly accessibility to content,
* writing some grants,
* developing financial, strategic, and operational plans, and doing all regulatory reports: 990s, NYS requirements, other as necessary

Qualifications: • Bachelor's degree in a relevant field; advanced degree preferred. • Proven experience (minimum 5 years) in nonprofit leadership, preferably in a community-oriented organization. Equivalent experience in the private sector with significant community involvement or government relations. • Strategic thinker with a track record of implementing successful initiatives and driving organizational growth. • Familiarity and connection within Rochester and Monroe County. • Strong understanding and commitment to diversity, equity, and inclusion principles and emerging best practices. • Demonstrated success in fundraising, and grant writing, within a nonprofit setting. • Excellent communication skills with the ability to engage and inspire diverse stakeholders. • Team-oriented leader with the ability to motivate and support volunteers in achieving organizational objectives. • Self-Directed

Must have sufficient technological knowledge and resources (PC, Printer, internet access, etc.) Salary $28K (somewhat negotiable, contingent on qualifications).

If interested, please contact John Thompson at raqballjon@gmail.com