



Executive Director- New York City

Founded in 1997, Bottom Line is a rapidly growing non-profit organization with a mission to help disadvantaged students get in to college, graduate from college and go far in life. Bottom Line supports students from college applications to college graduation by developing long term relationships, emphasizing personalized counseling and providing persistent follow-through. Currently, we are operating in Boston and Worcester Massachusetts and supporting more than 1,400 high school and college students. Visit www.BottomLine.org for more information about our program.

In our 14th year of operation, Bottom Line is launching a geographic expansion plan and will add a New York City office. We are seeking a New York-based Executive Director to help lay the ground work, launch and scale Bottom Line's NYC expansion site beginning in 2011. This position will report to the organization President, based in Boston and will be responsible for leading and managing fundraising, student recruitment, marketing/PR, and staff recruitment and management in the New York office. The New York Executive Director will be expected to replicate and deliver Bottom Line's highly successful curriculum, organizational culture and core values to our new location.

RESPONSIBILITIES

General

- ◆ Work with Boston-based management team to build a business and program model for continued replication
- ◆ Create and lead business development efforts throughout New York to establish a network of support that will drive local program development and success

Fundraising

- ◆ Raise funds to meet annual operating expenses by cultivating individual, foundation, corporate and donors (Growth from \$500K to 1M within 4 years)
- ◆ Actively pursue 6-7 figure, multi-year gifts from individuals and foundations
- ◆ Secure in-kind corporate and individual donations
- ◆ Create and engage a local advisory board to assist with the fundraising efforts

Create and Maintain Community Partnerships and Build Awareness

- ◆ Initiate and develop referral relationships with high schools and community-based organizations
- ◆ Develop and maintain relationships with admissions offices and student bridge and retention programs at target and other colleges
- ◆ Raise Bottom Line's profile through marketing and one-on-one networking with key stakeholders, media outlets and the general public

Operations and Program Development

- ◆ Oversee the site's program activities to achieve operational benchmarks, timelines, and resources needed to achieve consistent quality results
- ◆ Recruit, lead, manage, motivate and mentor all site personnel, including program staff and operations staff in fundraising, finance and human resources

QUALIFICATIONS

- ◆ 5-10 years of significant achievement in the private or nonprofit sectors with demonstrated success delivering ambitious sales, fundraising and/or partnership goals, including exceptional operational skills and zealous concern for details
- ◆ Willingness to work in a data driven, results-oriented environment
- ◆ Track record of initiating, cultivating and managing relationships with key constituencies in New York, including knowledge of corporations, foundations, high schools, and institutions of higher education
- ◆ Outstanding communication skills, with the ability to cultivate personal and professional networks and relationships and develop and deliver successful presentations
- ◆ Experience working with high school and college students in Bottom Line's target population (low income, first generation) is highly desirable
- ◆ Bachelor's degree required

To apply, please email a letter and resume to: greg@bottomline.org , titled NYC ED. No calls please.

Bottom Line is an equal opportunity employer and encourages candidates of all backgrounds to apply for this position. Salary is commensurate with experience.