



**Executive Director  
Brookline, MA**

Steps to Success Inc., a community-based non-profit that promotes educational equity in order to close the opportunity gap, is seeking a dynamic new Executive Director in Brookline, MA. This is an ideal opportunity for a passionate, collaborative leader with a track record of working in partnerships and managing organizational excellence.

Through a six-year federal grant, STS began in 2001 as a partnership between the Public Schools of Brookline (PSB) and the Brookline Public Housing Authority (BHA). In 2016, STS became a 501(c)(3) non-profit organization with continued support from the BHA and PSB. As of 2021, the BHA is continuing to provide financial support. PSB is providing an in-kind contribution of office space. STS Inc. has an annual budget of \$800,000 and a 16-member Board of Directors.

STS seeks a values-driven leader with a passion for the mission and the ability to inspire others. The ideal candidate for this role will embrace and embody the values and mission of STS, with a commitment to working on behalf of those who are low income. This person will be a/an:

**Entrepreneurial self-starter** with the drive to collaboratively set and achieve strategic growth for the organization. The Executive Director must be a creative and confident risk-taker, with the ability to identify opportunities to innovate and expand STS's impact. An adaptive leader, the Executive Director's focus on student and family centered success is informed by lived personal and professional experiences that reflect the communities STS serves.

**Strategic fundraiser** with experience activating government, corporate, individual, and foundation support. The Executive Director will cultivate relationships to achieve STS's mission, reflecting present needs and widening the circle for future opportunities. They will continue to build STS's visibility and reputation as a vital community resource, forging and maintaining strong relationships with current and potential donors and funders.

**Organizational leader with financial and business acumen** with a track record in nonprofit, public sector, academic, and/or business leadership roles, demonstrating the ability to set and implement a strategic vision and achieve goals. The Executive Director will have a working knowledge of nonprofit monetary management and budgeting and demonstrate sound financial decision-making skills. In addition, the Executive Director shall utilize a creative and resourceful approach to drive the organization's financial growth and sustainability. A track record of successfully partnering with an active and participative governing board will be essential.

**Team builder** with a commitment to developing and sustaining high performing collaborative teams. The Executive Director will be a relationship builder and will be skilled at guiding the team to shared success. The

candidate must have a record of success as a facilitative and inclusive leader within multi-cultural settings. Guided by a deep respect for others, the Executive Director will be a grounded, flexible, and focused leader.

**Champion for a positive, equitable and inclusive culture**, both within STS as well as among the organization's partners, that is grounded in a shared vision, vibrant in teamwork, and supported by a mutual respect and an unrelenting pursuit of equality. The Executive Director will use these principles to guide program development, community engagement and outreach, family and student support, and all other organizational strategic initiatives.

**Collaborator and partner** who understands the challenges and opportunities of community partnerships that include schools, other community-based organizations, students, and families. The Executive Director will bring strong listening and collaboration skills as well as an approachable and transparent style in order to engender trust in community relationships. Candidates will have demonstrated experience in structuring and growing partnerships that meet the needs of clients. They will be guided by a deep level of respect for others in working with constituents from all walks of life. This next leader will maintain and strengthen the organization's partnerships with Brookline Public Schools and Brookline Housing Authority.

**Advocate and communicator** with an understanding of policy and advocacy efforts aligned with STS's mission. The Executive Director will be able to effectively position STS as an educational model and represent STS at the local, regional, and state levels with school administration, government officials, and policy and advocacy partners. They should exhibit strong written and presentation skills. The Executive Director will be a sought after thought leader on issues related to educational equity, social emotional learning and/or college prep/access.

The ideal candidate will have a bachelor's degree from a four-year college or university. Graduate degree/s strongly preferred. Prior work in a community-based nonprofit serving diverse and low-income families/experience in school partnerships and out of school time desired. Candidates with diverse backgrounds and lived experience are strongly encouraged to apply.

***Steps to Success is an equal opportunity employer and welcomes a diverse pool of candidates.***

Please visit [www.stepstosuccessbrookline.org](http://www.stepstosuccessbrookline.org) to learn more.

To apply, please send a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/3ks7DOL> (click on the Apply button at the bottom of the page).