

## Director of Mentoring (Part-Time)

**Reports To:** OnTrack Greenville Executive Director

**FLSA Status:** Exempt

### **Mission:**

OnTrack Greenville's mission is to mobilize people and resources that eliminate barriers to success for students, families, and educators.

### **Vision:**

OnTrack Greenville's vision is a Greenville County where all students have the tools and opportunities to achieve their full potential, graduate from high school, and become contributing members of their communities.

### **Position Description**

The successful candidate will direct the operations of the Greenville Mentoring Collaborative that is focused on connecting and advancing the local mentoring movement while amplifying and supporting the work of existing and emerging organizations that provide mentoring services to youth.

Greenville Mentoring Collaborative (GMC) is a network of youth and mentoring providers and advocates working together so that every youth in Greenville has the supportive relationships they need to develop into thriving adults.

Greenville Mentoring Collaborative seeks to work across sectors to amplify the mentoring movement and support existing and emerging organizations that provide mentoring services to youth by expanding the capacity of organizations and systems to provide high quality mentoring programs, ensuring quality standards in all mentoring efforts, significantly increasing the number of youth in quality mentoring relationships and convening local mentoring providers while promoting networking, collaboration, and shared learning. Additionally, Greenville Mentoring Collaborative will leverage and expand the human, financial, and in-kind resources dedicated to elevating mentoring.

The Director of Mentoring will build on the current vision and mission to develop a short term and long-term strategic plan for growth and achievement of the collaborative's core goals.

### **Major Responsibilities**

#### **Leadership**

- Develop and implement fundraising, marketing, and communications plans, overseeing, and managing all aspects of day-to-day operations, engaging in building competency related to the key core functions of a collaborative, and promoting research based best practices in mentoring and youth development.
- Provide leadership to the Greenville Mentoring Collaborative and its Board of Directors

- Additionally, the Director will work in diverse settings and in interdisciplinary teams, and must be a skilled communicator, capable of leading and facilitating high quality meetings and group discussions.
- Participate in public relations, applied research, professional development, and other activities as appropriate.
- Possible supervision of interns, AmeriCorps Volunteers and programmatic staff may be required.

### **Relationship Building**

- Build and maintain positive and effective relationships with key stakeholders including Greenville County Schools staff, community partners, contractors, OnTrack Greenville initiative staff, other community agency staff, community volunteers, and evaluation partners.
- Engage school staff, contracted community partners, and other stakeholders in consistent and collaborative communication to ensure progress towards initiative goals.
- Develop relationships with community partners seeking to collaborate on grant proposals and project opportunities.
- Serve as the OnTrack Greenville and GMC point of contact for mentoring.
- Coordinates organizational relationship with partners, current, and future donors.

### **Strategy Development**

- Support the GMC and OnTrack Greenville in the ongoing development of the initiative, including the development of community engagement activities, marketing and communications strategies, volunteer work groups, and ways to support to the community beyond our subgrantee agencies.

### **Soft Skill Requirements**

- Must have experience facilitating discussions confidently and sensitively with diverse groups of people, particularly with an aim to mediate conflicts, spark activity, and to gain information that will inform decision making.
- Must demonstrate flexibility and resilience in a complex and changing environment; handles setbacks and failures with professionalism, candor, and a positive attitude; effectively and appropriately responds in the face of adversity or conflict with optimism and vision.
- Must have the ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion leaving ample opportunities for supervisor to adjust deadlines.
- Must be able to connect and influence a large and diverse group of people; is seen as a bridge; can build rapport and maintain meaningful professional relationships.

### **Required Experience**

- Minimum of 5 years' experience managing a team and demonstrated ability to reach challenging objectives.
- Competency in facilitation, strategic planning, business development, and organizational capacity-building.
- Strong interpersonal, communication, and presentation skills.

- Proven ability to work with a broad array of community leadership including nonprofit, corporate, educational faculty, and the public.
- Existing and well-developed professional network of people and organizations that aligns with Greenville Mentoring Collaborative's mission.
- Demonstrated ability to create an inclusive culture by leveraging youth advocates from diverse backgrounds and with diverse points of view.
- Knowledge of philanthropic communities in Greenville and throughout the state.
- Capable of self-management in a complex environment with multiple stakeholders.
- Strong strategic thinking and organizational development skills.

## HOW TO APPLY

Submit your resume and cover letter to [talent@unitedwaygc.org](mailto:talent@unitedwaygc.org) with Director of Mentoring in the subject line.

Please be advised that this role is available due to a three (3) year grant that was awarded to the program.

*United Way of Greenville County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for eligible employees and their families.*

*United Way of Greenville is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.*



OnTrack Greenville is a  
program of United Way  
of Greenville County.

KEEPING STUDENTS ON TRACK TO GRADUATE ON TIME

ONTRACKGREENVILLE.ORG | 105 EDINBURGH COURT  
GREENVILLE, SC 29607