



IMP's Executive Director Job Description

POSITION TITLE: Executive Director

REPORTING TO: The Board of Directors (11 individuals)

LOCATION: St. Louis, Missouri

THE EMPLOYER: International Mentoring Program

www.mentorprogramstl.org

What started in the fall of 2017 as a six-month pilot initiative of ten women - five international mentees and five local mentors - is now a full-fledged mentoring program that has connected more than 500 international and local families and serves as a solution to helping area corporations and organizations attract and retain a diverse spectrum of talent to the St. Louis region. IMP officially launched following the successful completion of the pilot in June of 2018, the St. Louis International Mentoring Program receives support from the World Trade Center and the St. Louis Mosaic Project, a collaborative effort focused on increasing regional prosperity through immigration and innovation. The Mentoring Program began as a complement to the International Spouses Meetup, now known as the International Spouses/Expat Women Group. It quickly expanded into a broader networking effort that empowers both its international and local participants, and ultimately inspires entire families to stay in St. Louis and become ambassadors for the region. In April, of 2022 the program was granted 501c3 tax-exempt status. According to feedback from its members, the St. Louis International Mentoring Program and its benefits are unparalleled, not only in the Bi-State region but throughout the country and the world.

Mission

To connect international women and their families with St. Louis-area women and help welcome and integrate them into the St. Louis community; to educate and increase awareness of international cultures and experiences within the St. Louis community; and work to eliminate prejudice, discrimination and biases of the community towards individuals of different cultures.

Vision

To help international women and their families acclimate to St. Louis and American culture and traditions. To cultivate, serve and provide resources to the international and local communities in St. Louis. To facilitate friendships and community between the St. Louis area and international women.

Goal

To keep international families in St. Louis; to help organizations and corporations recruit talent to the Bi-State region; inspire the families to serve as ambassadors for the region as they connect to the area, expand their professions and feel a part of the larger community.

SCOPE AND RESPONSIBILITIES:

This is a part-time position, hired by and accountable to the Board of Directors. The ED works closely with the Program Manager whose job is the administration and program operations as well as all of the special events.

The primary objectives of this position are to take the organization to the next level through (a) becoming partners with corporations and helping them recruit to the Bi-State region and (b) becoming known for attracting and retaining new people to the Bi-State region by engaging them and connecting them to their new community in a meaningful way. One of the Co-Founders is stepping back but will continue through the transition to introduce ED to fundraising contacts and connect them to high level business and community leaders.

Major Responsibilities:

- Program Management
- Budgeting
- Fundraising
- Social Media
- Board Relations

EXPERIENCE / SKILLS:

- Knowledge of nonprofit operations and board relations
- Demonstrated success working with community leaders for financial resources
- Ability to manage staff and teamwork
- Experience working with international people
- Intercultural communication skills
- Basic knowledge and skill with Microsoft Office used for word processing, email, presentations, and spreadsheets

PERSONAL ATTRIBUTES:

- Passionate about the mission of the International Mentoring Program
- Entrepreneurial focus
- Ability to think strategically and creatively
- Excellent communication (verbal, non-verbal, written) and interpersonal skills
- Excellent presentation skills
- A team player that uses collaboration
- Ability to motivate teams
- Ability to simultaneously manage several projects and responsibilities
- Results (vs. activity) orientation
- Ability to build relationships with other organizations and businesses to further the success of the program.
- Unquestioned integrity and personal values

- Genuine and humble
- Superb interpersonal and relationship-building skills
- Strong emotional intelligence, high empathy, cultural, self and other awareness
- Ability to handle sensitive and confidential information with discretion and maintain a high level of integrity

REQUIREMENT

- Bachelor's degree preferred
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

REFERENCES

Provide at least two professional references who can speak to your previous roles, responsibilities, and character

\$25.00 - \$40.00/hour

To apply, email your cover letter, resume, and references to mentorprogramstl@gmail.com
attn: Annie Schlafly