

Role Specification

Chief Executive Officer



MINDS MATTER

Interested candidates should send a brief cover letter and resume to:

mindsmatter@egonzehnder.com

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About Minds Matter

Minds Matter is a national not-for-profit organization that connects driven and determined students from low-income families with the people, preparation, and possibilities to succeed in college, create their futures, and change the world.

Minds Matter students have achieved 100% college acceptance to four-year colleges, with more than 70% attending the nation's selective colleges. Founded in New York in 1991, Minds Matter currently serves approximately 1,000 students in Boston, Chicago, Cleveland, Denver, Detroit, Houston, Los Angeles, New York, Philadelphia, Portland, San Francisco, Seattle, Twin Cities, and Washington D.C.

The intensive program ushers high school students through three years of growth by (a) assigning two highly dedicated volunteer mentors to each mentee and guiding these triads through a proven syllabus, (b) providing ACT/SAT test preparation and writing instruction, (c) exposing students to college life through attendance at highly competitive summer academic and leadership enrichment programs, and (d) supporting mentee applications to leading 4-year colleges, and for financial aid and scholarships. Throughout the pandemic Minds Matter has adopted a hybrid model to ensure the health and safety of all volunteers and participants, but the emphasis will continue to be, to the extent possible, on the type of in-person interaction that has made the program distinctive and successful.

Minds Matter achieves its results largely through the unwavering dedication of its body of 2,500+ volunteer mentors, instructors, program and local Chapter leaders who thrive on the opportunity to see the difference they make possible in their mentees' lives. The National office is currently budgeted for a staff of three (CEO, Operations and Data Manager, and Program Associate) and has plans to grow. Nearly half of the Minds Matter local Chapters have paid staff and the remaining organizations are led by teams of dedicated and engaged volunteers.



The Chief Executive Officer Role

The ideal candidate is a proven leader and builder with an entrepreneurial mindset who shares the Minds Matter community's passion for the organization's mission and student success. In this role, the CEO will advance the organization's achievement of exceptional outcomes by inspiring Chapter collaboration while empowering staff and volunteers alike. This leader will need to be operationally-oriented and be willing to both manage the daily responsibilities that keep the organization running while also being a key voice in setting and executing upon the strategic growth plans of Minds Matter. This leader is adept at coordinating with staff and volunteers to balance sustaining obligations (*e.g.*, fundraising), exploration of innovative projects (*e.g.*, creation of a successful alumni program), and continued growth in students served. The CEO must work collaboratively with Chapter leaders to ensure the long-term relevance and evolution of Minds Matter's strategy in the context of an ever-changing education landscape. The CEO will report directly to the National Board of Directors. The National Board is open-minded and flexible about the role's location in order to attract the right person.



Role Responsibilities

Leadership and People Management

- Represent Minds Matter, its mission and students to external stakeholders
- Collaborate with the National Board of Directors to develop a shared strategic direction for the overall organization and execute against that plan, including evaluating the feasibility of new chapters and partnerships
- Inspire and collaborate with highly-motivated Chapter leaders across the nation, who drive Minds Matter's programming and are the source of energy and innovation, to share best practices and foster cross-Chapter idea generation
- Promote the key entrepreneurial elements of Minds Matter's culture and volunteer led program to further the organization's growth and success
- Over time, attract, retain, and develop a high-performing team, including onboarding, setting effective goals and giving timely and impactful feedback
- Oversee the day-to-day operations of the National office, including but not limited to financial and legal requirements and vendor relationships

Fundraising and Partnership Development

- Expand fundraising activities to support growth by sourcing, attracting, and retaining corporate, institutional and other major donors to meet or exceed Minds Matter National's fundraising goals
- Represent Minds Matter effectively with donors, partners and other stakeholders of different backgrounds in a wide variety of settings, and contribute to national brand awareness
 - Identify and execute upon partnerships that may support Minds Matter students and chapters nationwide
 - Take a leadership role in managing donor stewardship and engagement in conjunction with Minds Matter's National Board

Programming and Outcomes

- Oversee program impact as measured by the consistent application and measurement of key metrics of program quality and student outcomes; partner with Chapter leaders to share data and best practices
 - Be an effective steward of resources via disciplined, mission-driven, results-oriented budgeting and planning
 - Collaborate with Chapter and volunteer leaders and education experts to assist with the ongoing development, implementation, and assessment of creative and effective programming that advances Minds Matter's goals and vision

Desired Qualifications

- Passionate belief in Minds Matter's mission and vision, and for delivering at a high standard of excellence. Demonstrated commitment and experience in the non-profit youth or education space(s) preferred.
- Proven experience in roles with substantial leadership, scope, and people management responsibility; experience within organizations with significant volunteer leadership and/or chapter/affiliate structures are a definite plus.
- Excellent interpersonal skills, strong work ethic, willingness to "roll up your sleeves," high integrity, a relentless positive attitude, and a strong belief in collaboration. Ability to inspire, advise, and unify an organization of strong, committed, entrepreneurial Chapter leadership and staff.
- Demonstrated track record of attracting, retaining and developing high-performing staff.
- Able to process many viewpoints, provide well-reasoned recommendations and navigate through ambiguity to next-step plans/pilots. Ability to prioritize, allocate time and resources accordingly.
- Experience managing fundraising efforts from corporations, private foundations, and individual donors with successful outcomes.
- Proven track record of scaling organizations with well-articulated plans, while sustaining program outcomes.
- Exceptional communication and influencing skills in all formats, including presentations, proposals, informal conversations, and e-mail.
- Strategic perspective to identify and establish partnerships with companies, colleges, and other not-for-profits.
- Ability to create budgets and forecasts, and manage Minds Matter's bookkeeper, and external auditors. Experience with non-profit accounting and management are a plus.
- Willingness to travel to meet with Chapter leaders and teams, volunteers, key donors and other partners.
- Bachelor's degree required.

Minds Matter Chapter Locations



Board of Director Co-Chairs



Why Minds Matter?

"I am inspired by our students, volunteers and leaders who all want to drive social mobility through education and community."

Ashish Shah

Ashish is co-head of Goldman Sachs Asset Management's (GSAM) Global Fixed Income and Liquidity Solutions business. He also serves as global head of GSAM's Cross-Sector Strategy and is a member of the Fixed Income Strategy Group. Ashish joined Goldman Sachs as a partner in 2018.

Prior to joining the firm, Ashish was chief investment officer for Global Credit and head of Fixed Income for Alliance Bernstein, where he oversaw all credit-related strategies. He joined Alliance Bernstein in 2010 as the firm's head of Global Credit. Prior to that, Ashish was a managing director and head of Global Credit Strategy at Barclays Capital from 2008 to 2010, responsible for the High Grade, High Yield, Structured Credit and Municipal Strategy groups and the Special Situations Research team. From 2003 to 2008, Ashish was head of Credit Strategy at Lehman Brothers.

Ashish has been a volunteer with Minds Matter since 1994 and National board member since 2015.

Ashish earned a BS in economics from the Wharton School of the University of Pennsylvania

Board of Director Co-Chairs



Leanne Huebner

Why Minds Matter?

"Minds Matter is a way to level the playing field for students from under-resourced communities, like where I grew up. Many incredible first-generation college graduates like myself forging their ways in this world continues to inspire me even decades after we got this effort started. "

A first generation college graduate herself, Leanne is a nationally-recognized nonprofit leader and a seasoned social entrepreneur with over 20 years of nonprofit board experience. In 1991, Leanne Huebner co-founded Minds Matter of New York City, the pioneering organization in college access & success and our founding nonprofit; later she was involved as Founding Board Vice President of Minds Matter's work in Southern California. In 2013, as its Founding Board Chair, Leanne led efforts to launch a successful charter school in an underserved area of South Los Angeles. In her earlier professional career before she devoted her time to philanthropic efforts only, she led Yahoo's Central Business Development where she closed \$90 million in new business and oversaw a \$500 million trading portfolio at Credit Suisse. She serves or served on various educational nonprofit boards including: Trustee's Council of Penn Women, University of Pennsylvania's Southern California Regional Advisory Board, Vistamar School Board of Trustees, Reach Higher Foundation, and the Manhattan Beach Education Foundation. Leanne has received numerous recognitions for her volunteer work both nationally and regionally: California State Assembly ("Women of the Year"), L'Oreal ("Women of Worth"), Points of Light Foundation (Daily Point of Light Recipient), Soroptimist International ("Woman of Distinction") and Tri Delta National (2020 Distinguished Delta). Leanne holds a B.S. in Finance from the Wharton School at the University of Pennsylvania and an M.B.A. degree from Harvard Business School.

About Egon Zehnder

Egon Zehnder is the world's preeminent leadership consulting firm, sharing one goal: to help people and organizations transform. We know what great leaders can do and are passionate about delivering the best solutions for our clients. As One Firm, our more than 500 Consultants in 68 offices and 40 countries combine our individual strengths to form one powerful collaborative team. We partner closely with public and private corporations, family-owned enterprises, and non-profit and government agencies to provide a comprehensive range of integrated services: Board advisory, CEO search and succession, executive search, executive assessment, leadership development and organizational transformation.

Our leadership solutions cover individual, team and organizational effectiveness, development and cultural transformation. We work with world-class partners including Mobius Executive Leadership, a transformational leadership development firm. In addition, we have partnered with Paradox Strategies, co-founded by Harvard University Professor Linda Hill, to develop the Innovation Quotient (IQ), a proprietary culture diagnostic.

Our goal is that the work we do contributes to successful careers, stronger companies – and a better world.

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