



Connecting Students & Volunteers  
for Results that Count

## Job Description: Executive Director, Charleston Region

**Heart Math Tutoring (HMT)** is looking for a motivated and strategic leader to take HMT Charleston's program to its next level of impact and growth. The Charleston Executive Director will build the partnerships and network necessary to ensure sustainable revenue resources to expand high-impact tutoring for students in Charleston, SC. HMT's mission is to ensure that all elementary students develop the strong foundation in math and enthusiasm for academics needed for long-term success, by helping schools use volunteers as tutors. Founded in Charlotte, NC, HMT expanded to Charleston, SC in January 2021 as its first expansion region. Since 2021 it has grown to serve 160+ students across 4 school sites in Charleston County School District. Near-term (1-2 years) HMT Charleston is focused on sustainably supporting a high-quality, growing program with goals of increasing local footprint while expanding proof of concept.

The Executive Director will demonstrate strategic thinking, proven relationship-management, fundraising success, and passion for Heart's mission. They will have the primary responsibility for Heart Math Tutoring Charleston's revenue through the solicitation of philanthropy (major gifts, individual donors, planned giving, special events, and corporate and foundation support), school district contracts, and regional partnerships. They will be responsible for all aspects of local fundraising and will lead in forging new relationships to build visibility, impact, volunteerism, and financial resources.

Based in or near Charleston, the Executive Director (ED) reports to HMT's Executive Director of National Partnerships, based in North Carolina. The ED is supported by several national team members, including a grant writer, donor relations manager (focused on gift processing and database management), and senior staff working on national fundraising, as well as a Charleston-based Advisory Board.

The ED also has a secondary reporting relationship to the Charleston Program Director and local program staff, who will collaborate closely with the ED to achieve program and volunteer recruitment goals.

### **Key Responsibilities:**

#### Fund Development

- Secure financial resources in Charleston, SC, developing relationships and making asks that lead to philanthropic support of Heart Math Tutoring's program.
- Manage a comprehensive development plan to include strategies for foundations, corporations, and individual donors to meet the ongoing financial needs of HMT in Charleston including annual giving, major gifts, grants/institutional giving, planned giving, and special events.
- Oversee all regional development activities including any capital campaigns, major gifts, special events, planned giving, prospect research, grant writing, donor cultivation, donor records, and other development efforts.
- Generate and maintain a robust pipeline of organizations, foundations, and individuals to sustain the local budget of \$375K - \$400K and grow to \$600K+ in the next 2 years.
- Partner with HMT's grant writer and donor relations manager (based in North Carolina) to submit tailored grant proposals and oversee accurate donor information for the region.

- Monitor and report regularly on the progress of the development program across the market to the board and Executive Director of National Partnerships.
- Liaise with program and finance team members to support fund development efforts.

#### Board Development

- Liaise with the Advisory Board ensuring the group is effective in supporting local operations, especially focused on volunteer recruitment, fund development, and visibility in the community. This includes working closely with the board and committee chairs to develop reports, leadership, and guidance as well as relationship-building to leverage individual board members' strengths.
- Identify, recruit, and develop local champions to serve on Advisory Board and respective committees.

#### External Affairs and Public Relations

- Manage and strengthen HMT's partnership with the school district by serving as the primary liaison, advocating for program expansion, and ensuring alignment with district goals.
- Remain informed on the education landscape and critical issues that impact HMT's program and stakeholders, including students and schools.
- Oversee regional communications to build awareness, engage key stakeholders, and enhance HMT's visibility and impact.
- Represents HMT through formal and informal opportunities within the community and beyond.
- Engage in statewide partnerships and government relations as appropriate,
- Support volunteer recruitment in the region, working with program staff to execute the annual volunteer recruitment plan and building partnerships and relationships that generate both funding and volunteer tutors.
- Elevate depth of engagement with key partners, raise HMT's brand awareness by representing HMT in the Charleston community, regularly attending community events and building relationships that support HMT's mission. (Weekend and evening work anticipated).

#### Team Collaboration and Misc.

- Establish and maintain collaborative working relationships with all HMT leaders and staff across regions.
- Study best practices and take action to support Diversity, Equity, and Inclusion efforts underway at Heart Math Tutoring.
- Build relationships with Charleston-based staff, contributing to and helping to lead a healthy, sustainable, meaningful, positive culture of HMT in the region. Support staff recruitment and hiring processes in the region as needed.
- Assume related responsibilities and perform other duties as assigned.

#### **Position Qualifications:**

- 5+ years of nonprofit fundraising experience, including donor portfolio management, major gifts, corporate and foundation support, and planned giving.
- Strong track record of fundraising in Charleston with the ability to leverage established relationships and community knowledge to advance revenue goals.
- Proven leadership experience in guiding boards and committees, with strong communication skills.
- Proven ability to construct, articulate, and implement a comprehensive annual strategic development plan.

- Entrepreneurial and adaptable leader with a track record of driving innovative philanthropic growth and strategic fundraising initiatives.
- Ability to understand the needs and interests of donors in order to develop meaningful relationships for HMT.
- Proven ability to work collaboratively within an organization; a team-oriented style that is honest, respectful, direct, as well as collegial; must be personally approachable.
- A self-starter with the ability to take initiative and to manage multiple tasks and projects at a time.
- Excellent written and verbal communications skills.
- Ability to respect confidential information.
- High level of organizational and management skills and demonstrated ability to achieve goals.
- Personal commitment to and passion for HMT mission and values.
- Proven relationships and working knowledge of the Charleston-area
- Bachelor's degree; CFRE certification preferred.

We are an equal opportunity employer committed to building an inclusive work environment and supporting racial equity. We offer competitive benefits and salary and anticipate this position's starting salary to be commensurate with the candidate's experience.

To apply, please submit a resume and cover letter explaining your interest to [elizabeth@EDSAdvisory.com](mailto:elizabeth@EDSAdvisory.com).