

Minnesota Institute for Talented Youth (MITY)

Executive Director Job Description

The Minnesota Institute for Talented Youth is seeking a highly qualified, full-time Executive Director with a passion for gifted and talented education and the relevant leadership experience necessary to manage and build upon a successful non-profit organization.

The Executive Director, working under the direction of the Board, is responsible for the overall management and operation of MITY's programs, personnel, finances, communications, and compliance. The Executive Director is assisted by an Executive Coordinator and by part-time staff. The Executive Director must be a motivated self-starter, excellent planner, broad thinker and innovator, quick responder, with a flexible mind, inner strength, and stamina.

Specifically, the Executive Director will:

1. Serve as chief executive of the Minnesota Institute for Talented Youth;
2. Hire, supervise, and evaluate teaching and administrative staff and consultants;
3. Develop stimulating academic programs that offer hands-on enrichment classes;
4. Recruit and select diverse, intellectually curious students based on established criteria;
5. Raise money (currently \$100,000+ yearly) from state grant, foundations, businesses and individuals, and cultivate new and ongoing donor relations;
6. Develop, manage and analyze an annual budget (currently \$400,000+);
7. Produce program brochures and other marketing materials for print, electronic, and social media presence, and maintain MITY website;
8. Conduct an annual evaluation of program effectiveness;
9. Sustain strong relationships with schools, families, the gifted/talented community, postsecondary organizations, alumni, funders, and the programs' host institutions;
10. Assist the Board of Directors in its oversight of the organization;
11. Communicate and plan effectively with the Board of Directors.

Required Qualifications:

1. Record of successful education program administration and experience with non-profit organizations
2. Expert in curriculum and instruction for intellectually curious students
3. Experience working with students, parents, teachers and administrators from diverse backgrounds
4. Excellent written, verbal and digital communication skills
5. Strong technology skills and experience

Desired Qualifications:

6. Knowledge and experience with gifted education
7. Strong fundraising experience and ability
8. Graduate Level Degree
9. Pleasant, approachable persona
10. Mediation skills

To Apply: Send resume and cover letter to: Minnesota Institute for Talented Youth, 1600 Grand Avenue, St. Paul, MN 55105 or mity@macalester.edu Application deadline: March 15, 2019.

Salary and Benefits are based on the candidate's experience and qualifications.

The successful candidate will have an opportunity to observe programs next summer, and will begin full-time in September, **2019**.

The Minnesota Institute for Talented Youth is an Equal Opportunity Employer.

Employer Information

Mission

The Minnesota Institute for Talented Youth (MITY), a non-profit organization in St. Paul, MN, provides challenging, hands-on, educational opportunities for talented students in grades 1-12. Its mission is to provide an educational community where diverse, intellectually curious students can experience the excitement of learning and expand their academic and social visions.

Programs

MITY operates three programs of enriched learning. Each program offers hands-on courses taught by master teachers in the areas of math and science, visual and performing arts, and the humanities. Recreational and social components are integral parts of each program.

- **Expand Your Mind** for 8th – 12th graders is held at Macalester College in St. Paul. It has two, two week, all-day summer sessions and commuter or residential options.

- **ExplorSchool**, for 5th – 7th graders is held at St. Paul Academy and Summit School, Upper Campus and runs during the day for two weeks in June.

- **YES – Your Extraordinary Saturday**, for 1st – 4th graders is held at St. Paul Academy and Summit School, Lower School Campus on **three** Saturday mornings in March and again in November.

History

Founded in 1967, Minnesota Institute for Talented Youth was originally called the Twin City Institute for Talented Youth and supported by the Minneapolis and St. Paul public schools. In 1982, The Institute opened its program to all qualified students and began charging tuition. The Institute's summer enrichment programs for 8th – 12th grade students have been held on the campus of Macalester College since 1970, with a residential option allowing students to live on campus added in 1985. In 1993, the Institute added a summer program for 5th – 7th grade students and in 2002, a Saturday morning program for 1st – 4th graders and their parents was launched.

Enrollment

In 2018, approximately 700 students attended MITY (49% female, 51% male).

Geographic Statistics

Minneapolis/St. Paul: 34%

Twin Cities Suburbs: 50%

Greater MN: 9% (Summer EYM program only)

Outside MN: 3% (Summer EYM program only)

International: 4% (Summer EYM program only)

Scholarships/Financial Aid

MITY's goal each year is to support at least 25% of our student population with full or partial scholarships according to need. In 2018, 25% of the students received financial aid, 80% of these students were of color and 85% qualified for free or reduced lunch. Sixty percent of the students who qualified for financial aid were from St. Paul or Minneapolis public schools.

Budget

Current fundraising budget of \$100,000 and an operating budget of \$450,000.

MITY's student body has enlarged and diversified through strong outreach, fundraising and financial aid efforts. MITY is committed to the belief that that talent and motivation are not restricted by racial, economic, or geographic backgrounds.