

**Recruitment Profile  
for**

**Executive Director**



**The Tyler Clementi Foundation**

**June 7, 2017**

**LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY**

## POSITION DESCRIPTION

**Title:** Executive Director

**Organization:** The Tyler Clementi Foundation

**Reports to:** Founding Trustees and Board of Directors

**Location:** New York, NY

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### **ORGANIZATION OVERVIEW:**

The Tyler Clementi Foundation envisions a world without bullying. This 501(c)3 non-profit organization, created by the Clementi family, seeks to end bullying through inclusion, assertion of dignity, and acceptance in order to honor the memory of Tyler Clementi: a son, a brother, and a friend. TCF is working to end online and offline bullying in schools, workplaces and faith communities. To that end, the Foundation develops and delivers education, advocacy, research programs, and works to facilitate and nurture collaboration amongst diverse communities and organizations in ending on-line and offline bullying in all its forms.

In 2010, Tyler's death became a global news story, highlighting the impact and consequences of bullying, harassment and humiliation while sparking a dialogue among parents, teachers, and students across the country. The story also linked to broader issues impacting youth and families such as LGBTQ inequality, safety in schools, youth in crisis, higher education support systems, and cyberbullying.

In 2011, The Tyler Clementi Foundation was born out of the urgent need to address the bullying challenges facing vulnerable populations, especially LGBTQ and other victims of hostile social environments. Through programs such as #Day1 – a free, scalable, direct action program which empowers individuals and groups to take a stand against cruelty, bullying, harassment and humiliation – the Foundation encourages leadership in creating safe spaces where individuals are able to stand up to bullying and embrace diversity. (For more on this and other Tyler Clementi Foundation programs and initiatives, visit [tylerclementi.org/programs/](http://tylerclementi.org/programs/))

In order to achieve its mission of ending online and offline bullying in schools, workplaces and faith communities, the Tyler Clementi Foundation is dedicated to creating a safe environment for all individuals to thrive. Its core values include a genuine commitment of serving people with dignity, equity and respect; making diversity and inclusion a pillar of excellence; and regularly assessing and improving their policies, practices, language, and assumptions about who and how they serve the community.

*For more information, please visit [www.tylerclementi.org](http://www.tylerclementi.org)*

## **LOCATION:**

Very strong preference for the New York City. (The Tyler Clementi Foundation and current staff are based in the Metro NYC Area.)

## **THE POSITION:**

Reporting to the Founding Trustees and Board of Directors, the Executive Director of The Tyler Clementi Foundation will provide executive leadership and overall direction to advance the Foundation's vision, mission, and strategy. She/He/They will have accountability for day-to-day operations with core accountabilities in Organizational Leadership, Fundraising, Staff Management, Financial Management, External Relations, and Board Relations. The Executive Director will also have responsibility for developing and implementing programmatic initiatives to further advance the Foundation's mission and work.

A key priority for the new E.D. will be working with the Board of Directors and Founders to steward the organization through its next stage of growth and development; guiding the effort to set and communicate an organizational strategy that leverages the Foundation's past successes and uncharted potential.

## **PRIMARY RESPONSIBILITIES:**

### Organizational Leadership

- With the Board of Directors and appropriate internal/external partners, lead strategic planning efforts to ensure that The Tyler Clementi Foundation can successfully advance its work and mission;
- Set specific organizational goals and outcomes and hold staff, Board, and external resources accountable for their successful completion;
- Drive the development of annual and long-range strategic and operating plans
- Oversee and allocate financial resources wisely to ensure that the operations of the Foundation are successful;
- Continually and critically review existing Foundation programs; identify new opportunities for TCF and create/implement programs in response; prioritize those with potential to increase/maximize resources and impact/outcomes.

### Fundraising

- With Development staff and volunteers, identify new opportunities and advance current development programs to ensure success in individual (small, major and online), corporate, foundation, in-kind, and event fundraising;
- Oversee efforts to secure the financial resources necessary to support the Foundation's programs and mission;
- Maintain and create positive, personal relationships with key individual and institutional funders nationally;
- Assist the Board of Directors in carrying out their responsibilities to identify, cultivate, solicit and steward donors; prepare Development Reports for Board Meetings in conjunction with the Development Committee.

- Serve as the organization’s chief fundraiser with an opportunistic and entrepreneurial approach to identifying opportunities, trends, and partnerships that will bring financial resources to TCF.

### External Relations

- Assure that TCF and its mission, programs, messages, and services are consistently presented in a strong, positive image to the public, stakeholders, Board members, the community, etc.;
- Establish and steward external relationships to enhance the Foundation’s viability as a leader in anti-bullying;
- Identify new strategic partnerships with public and private companies, community leaders, LGBTQ and grassroots organizations, universities, communities of faith and individuals;
- Direct advocacy, education and partner engagement around relevant legislative activity beneficial to the Foundation’s goals and mission, including the TCF Higher Education Anti-Harassment Act;
- Manage all communications efforts, including responding to media inquiries and publishing press releases, in a manner that effectively promotes TCF in public forums;
- Identify, organize and facilitate in-the-field speaking and advocacy at major public engagement events.
- Represent TCF at speaking and fundraising events and meetings with Foundation partners both with and without the Clementi family.

### Staff Management

- Manage all personnel activities, including hiring and retention of competent and qualified staff, independent contractors, consultants; supervision and oversight, and evaluation of job performance;
- Revise organizational structure and job descriptions as needed and within budget parameters;
- Establish and evaluate performance objectives for TCF staff and encourage continuous training and development;
- Set specific job parameters, performance metrics, and quality outcomes for staff;
- Oversee overall performance of Foundation staff, as well as external consultants/ providers.

### Financial Management

- Oversee financial and administrative functions to ensure immediate and long-term fiscal integrity of the Foundation;
- Manage the organization’s resources within budgeted guidelines and in accordance with applicable current laws and regulations;
- Draft and recommend annual yearly budget for Board approval;
- Maintain an innovative approach to management, exploring and implementing initiatives that facilitate financial success;

### Board Relations

- Work with the Board of Directors to ensure that the Foundation’s mission is clearly defined, articulated, and advanced;



- At the Board’s direction, implement policies and procedures as the agent of the Board to fulfill regulatory requirements and legal statutes;
- Communicate effectively with the Board and its committees to provide, in a timely and accurate manner, all information necessary for them to make critical decisions
- Identify and assesses changes in policy, funding, and industry trends and keep the Board apprised of any anticipated impact on the Foundations operations.

While no single candidate is likely to have equal expertise in all of the above categories, successful candidates will have a compelling combination of strengths in many of them and the self-awareness and wisdom to leverage other resources in the area(s) where she/he/they lack personal mastery.

**REQUIREMENTS:**

The Executive Director of The Tyler Clementi Foundation should be a proven leader who combines stature and presence with a heart for the mission of the organization. This new E.D. will be working directly with the Foundation’s Founders for whom, as Tyler’s parents, the work is deeply personal. This unique dynamic requires a special set of leadership capabilities, including a high level of flexibility, well-developed self-awareness, and superb interpersonal skills.

The successful candidate will be an accomplished manager who enjoys developing organizations and has the ability to foster an environment of teamwork and collaboration. She/He/They must be a creative, results-driven, and positive leader with ability to work successfully with Board, Staff, and partners/stakeholders. This person will possess the skills and style necessary to bring strong views and voices to consensus in a calm and productive manner. She/He/They will have the ability to set and maintain strategic direction while also managing day-to-day operations.

The ideal candidate will have familiarity with LGBTQ issues, racial and gender inequality, grassroots advocacy, fundraising, anti-bullying initiatives, or mental health systems. She/He/They should have a collaborative and transparent approach to management and the judgment to respectfully/appropriately leverage the skills and resources of the Founders, as well as the experience of the current team. All candidates should have flexibility to accommodate early and evening weekday hours and occasional weekend hours, as well as some travel within/outside of New York.

Additionally, candidates should have:

- Minimum of 10 years of professional experience including at least three years in a senior leadership position is required; experience in a mission-driven, nonprofit environment is strongly preferred;
- Proven success in a general management, development, communications, or partnership role in related field;
- Demonstrable background of growing, building, and expanding programs and organizations;
- Successful track record of nonprofit fundraising including growing/establishing diverse funding streams through individual, corporate, foundation, special events, and in-kind giving;
- Strong organizational abilities including planning, delegating, program development, and task facilitation, as well as budget/grant/contract management skills;
- Exceptional written and oral communications skills and ability to make impactful connections with a wide range of constituencies;



- Ability to convey a vision of The Tyler Clementi Foundation strategic future to staff, Committees, Board of Directors, stakeholders, coalition partners and funders;
- Sufficient executive presence to earn respect and credibility, combined with enough humility to learn and grow from the content/functional experts and long-term supporters in and around the organization;
- Experience working effectively and collaboratively with a Board of Directors or similar volunteer leadership group strongly desired.

**EDUCATION:**

Bachelor's degree required.

**CONTACT:**

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the The Tyler Clementi Foundation. We are pleased to answer any questions or supply further information. Inquiries, nominations, or applications (including a cover letter and resume/curriculum vitae) should be directed electronically and in confidence, to:

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Women, people of color, and LGBTQ people are strongly encouraged to apply. The Tyler Clementi Foundation proudly has been working to build a diverse team committed to anti-racist and anti-oppressive policies and practices. See our diversity statement [here](#).

All inquiries or referrals will be held in strict confidence.

*Please note that all education, dates of employment, compensation and other information provided will be verified prior to an offer of employment.*