

**THIRD MILLENNIUM FOUNDATION**  
**International Center for Tolerance Education**  
[www.SeedsofTolerance.org](http://www.SeedsofTolerance.org)

**POSITION:** Executive Officer (part-time position)

**REPORTS TO:** President

**ORGANIZATION OVERVIEW:**

Founded in 2000, Third Millennium Foundation (TMF) with its International Center for Tolerance Education (ICTE) plays a critical leadership role in accelerating the pace of development of the tolerance education field and significantly increasing the impact of its programs in the United States and around the world. We achieve our goals by serving as a convener, catalyst and resource to the growing number of organizations, researchers and practitioners focused on tolerance education for children from ages three to eighteen.

TMF/ICTE operates on an annual grantmaking program of \$ 500,000 and concentrates in providing a critical forum for experimentation and discussion among advocates, scholars, researchers, educators, and activists across disciplines and regions and injects an entrepreneurial spirit into education for tolerance.

TMF/ICTE has recently refined its mission and developed a new strategic business plan. Its new plan focuses on two critical areas:

Field Building: TMF/ICTE's goal is to greatly advance the field of tolerance education through the convening of key stakeholders, cross pollination of ideas and information, development of standards, metrics, and new programs, dissemination of best practices, advocacy with elected officials and policymakers at the national, state and local levels, and public education.

Leadership Development: TMF/ICTE's goal is to continue developing young, talented scholar activists working in the field of tolerance education and human rights in order to create a corps of highly effective tolerance education entrepreneurs around the world.

**POSITION SUMMARY:**

The Executive Officer will lead the organization in advancing its mission, achieving its strategic goals and developing and implementing initiatives in two critical areas: Field Building and Leadership Development. In addition, s(he) will have direct responsibility for resource development and marketing communications.

## **PRINCIPAL DUTIES AND AREAS OF RESPONSIBILITY:**

### Organization & Management

- Implement TMF/ICTE's new strategic business plan. Finalize goals, strategies and tactics and develop an action plan and timeline for implementation.
- Review the business plan on an annual basis.
- Be responsible for the attainment of performance metrics contained in the plan.
- Ensure the growth and stability of TMF/ICTE and maximize its governance, organizational, program, and financial health.

### Program Development and Implementation:

- Build strong relationships with educators, scholars, practitioners, activists, researchers, policymakers and the media
- Working with TMF/ICTE stakeholders and peers, assess the current and future needs of the field of tolerance education.
- Create high quality programs that meet these needs and advance the field of tolerance education.
- Develop and monitor both process and outcome performance metrics. Regularly evaluate programs and monitor progress.

### Management and Finance:

- Manage TMF/ICTE's day-to-day operations, including financial, administrative and resource development functions, in a cost effective manner.
- Ensure that the organization has adequate financial resources to achieve its long and short term goals, obtains maximum value from its resources, and is safeguarded by adequate and appropriate financial controls.
- Develop annual operating budget recommendations for Board approval.
- Develop and maintain effective financial reporting documents and systems; provide monthly financial reports to the Board.
- Serve as liaison to auditors and any required financial consultants.

### Resource Development:

- Create an annual revenue plan that will ensure the attainment of TMF/ICTE's goals. Develop short and long term fundraising strategies and tactics aimed at building sustainable income.
- Develop and implement fundraising programs targeting foundations, corporations and individuals.

### Board Relations

- Assist in the development of TMF's Board of Directors.
- Provide guidance and information to enable the Board to develop plans, policies and controls.
- Provide the Board of Directors with accurate, comprehensive and timely organizational, financial and program information.
- Serve as primary liaison to the Board of Directors and help maximize the skills and assets of all Board members. Provide staff support to designated Board Committees and coordinate Board activities as required.
- Develop Board meeting agendas with Board leadership.

### **QUALIFICATIONS:**

Track record of success in building an organization's programs, impact, stewardship, profile and revenue base.

Passion for TMF/ICTE's mission and the vital importance of tolerance education in today's world.

Creative, strategic and entrepreneurial spirit. Ability to see opportunities and proactively pursue them.

Experience in diversified fundraising. Earned income experience a plus.

Strong interpersonal skills. Ability to create and sustain strong working relationships with colleagues, stakeholders, board members, staff, donors and the media.

Excellent written and oral communication skills.

**Salary for this part-time position is commensurate with experience.**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**TO APPLY:**

Please email cover letter, resume, and salary history to:

[mstoffel@tmf-tolerance.org](mailto:mstoffel@tmf-tolerance.org)