

# The Forge Initiative <https://theforgeinitiative.org/>

## Organization Prospectus

### We Empower Lifelong Learners

The Forge Initiative (TFI) is an Open Innovation Tech Space, where individuals of all ages and backgrounds are empowered to Explore, Learn, and Lead. Guided by our award winning D-ELL/S learning-mentoring model and best practices, we break down barriers in engineering and technology, fostering self-directed lifelong learners.

### A Future of Innovation

We are shaping a future where innovation thrives through collaboration and inclusivity. Our vision is to create a world where families, professionals, students, and retirees from all backgrounds and skill levels come together in one space in science, technology and art.

By empowering both youth and adults to engage as equal contributors, we foster a dynamic learning environment where everyone learns and grows together—embracing successes and failures alike. Through this approach, we aim to inspire communities to adopt our open innovation model and become hubs of creativity and leadership for the future.



# Executive Director

## POSITION OVERVIEW

The Forge Initiative is a volunteer-powered nonprofit entering a new stage of organizational development. The Executive Director will work with the Board to strengthen TFI’s finances, develop reliable revenue and membership systems, and build volunteer leadership so that programs can thrive without depending on constant executive intervention.

This is a hands-on, capacity-building role. The ED will establish priorities and clear ownership for essential work, while helping member families, volunteers, and Board members take meaningful responsibility for carrying it forward. As revenue and capacity grow, the ED will help shape a sustainable staffing model working along with adult and youth volunteers.

Experience using AI and automation to support nonprofit operations, fundraising, communications, data analysis, knowledge management, or program development is a plus.

## ABOUT THE FORGE INITIATIVE

**Our Mission:** The Forge Initiative empowers families and individuals of all ages, backgrounds and experience levels to explore, learn and lead in engineering and technology.

**Our Vision:** A future where everyone has the confidence, skills, and opportunity to use technology to make a difference.

**What We Believe:** People grow when they have room to try, make mistakes, learn alongside others, and contribute something real. At the Forge, people of different ages and experience levels share what they know—and make room for others to lead.

## TIME COMMITMENT

| Commitment Area        | Details                                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Estimated Weekly Hours | 40 hours per week on average; hours may increase during major events. Weekend work during programs, events and meetings is necessary. |
| Board Meetings         | Required attendance at all monthly and special board meetings                                                                         |
| Committee Calls        | Participation in relevant committee meetings and working group calls as needed                                                        |
| Community Events       | Presence at organizational events, community outreach activities, and public-facing functions                                         |

## REPORTING STRUCTURE

| Relationship       | Party                                                                                                                               |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Reports To         | Board of Directors                                                                                                                  |
| Works Closely With | Board President, (and any other Board member), Committee Chairs, Volunteer Coordinators, Treasurer, Financial Manager and Secretary |
| Represents         | TFI in public, community, and stakeholder-facing capacities                                                                         |

## KEY RESPONSIBILITIES

### Program & Operations Oversight

- Ensure programs and services are adequately promoted, executed effectively and consistently by volunteer teams
- Monitor program outcomes and evaluate impact against stated mission objectives
- Identify operational gaps and implement solutions

### Fundraising & Development

- Plan and oversee fundraising events, campaigns, and sponsorship initiatives
- Cultivate relationships with member families, individual donors, sponsors, and community supporters
- Increase membership and revenue from available sources so the organization can grow and can add additional paid staff

### Volunteer Management

- Recruit, onboard, recognize, and retain volunteers across all functions of the organization
- Foster a culture of engagement, accountability, appreciation, and continuous improvement
- Coordinate volunteer assignments and ensure appropriate support and resources are available

### Member Development

- Develop systems for supporting members and connecting members to activities

- May occasionally conduct tours of TFI and explain the culture and opportunities
- Develop a strong on-boarding system for new member-families

### **Communications & External Relations**

- Serve as a primary spokesperson and public face of TFI
- Build and maintain strategic partnerships with community organizations, funders, and stakeholders
- Regularly issue newsletters, social media, and community announcements

### **Financial Oversight**

- Work collaboratively with the Financial Manager and the Treasurer to monitor budgets, review financial reports, and maintain fiscal responsibility
- Ensure sound stewardship of all organizational resources
- Participate in budget development and approval in partnership with the Board

### **Strategic Leadership**

- Advance the organization's strategic direction in close partnership with the Board of Directors
- Regularly set goals and operational plans aligned with the organization's mission and strategic priorities, modifying as required
- Regularly report outcomes and progress toward organizational goals to the Board

## **QUALIFICATIONS**

### **Required**

- Demonstrated leadership experience in a professional, civic, or volunteer capacity in an organization that relies on volunteers.
- Experience working with adults and with youth; we are an inter-generational organization: members, volunteers, and leaders.
- Strong organizational skills with the ability to manage multiple priorities simultaneously
- Written and verbal communication skills with demonstrated success in promoting an organization and working with members, donors, sponsors, and the general public.

- Ability to work collaboratively and constructively with diverse stakeholders, such as partners, members, sponsors, etc.
- Genuine commitment to the mission and values of TFI
- Ability to learn and manage the systems TFI now uses.
- The Forge operates on many schedules. The ED will need to manage their schedule to be present when it best serves the organization's needs, which at times will include evenings and weekends.

### Preferred

- Experience serving in an executive leadership role with a non-profit organization
- Experience recruiting, managing, or coordinating volunteers
- Experience with fundraising, grant writing, donor stewardship
- Experience expanding a small organization into a larger one

### SKILLS & COMPETENCIES

- **Time Management** — Self-directed with the discipline to meet commitments while balancing personal and professional obligations.
- **Relationship Building** — Skill in cultivating trust and collaboration with families, volunteers, board members, and community partners
- **Team Leadership Without Authority** — Ability to motivate and guide volunteers who are not compensated employees
- **Problem-Solving** — Resourceful and calm in addressing organizational challenges
- **Written & Verbal Communication** — Clear, professional, and persuasive across formats and audiences - often with multicultural/international audiences
- **Digital Literacy** — Comfort with email, video conferencing (e.g., Zoom, Google Meet, Jitsi), shared documents (e.g., Google Workspace), Discord, Whatsapp, Salesforce and social media platforms and AI tools, such as Claude)
- **Strategic Thinking** — Ability to see the big picture and translate vision into actionable plans

## **COMPENSATION AND BENEFITS**

- Full-time preferred
- Salary in the \$75,000 - \$90,000 range, based on experience, with growth potential tied to organizational milestones.
- Flexible work schedule, some week-ends and evenings required
- Eight Paid Holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day.) + 2 personal holidays
- 10 days paid-time-off (PTO), the first year; 15 days PTO, the second year.
- The benefits package will be tailored by the board to the needs of the organization and of the candidate selected.

## **HOW TO APPLY**

Please send your cover letter and resume by email by the end of the day on Sunday, 15 November to [jobs@theforgeinitiative.org](mailto:jobs@theforgeinitiative.org)

We will start interviewing a few weeks after the closing deadline.

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## **EQUAL OPPORTUNITY STATEMENT**

TFI is an equal opportunity volunteer organization. We are committed to creating an inclusive environment and welcome guests, members, volunteers, and employees of all backgrounds, identities, abilities, and experiences. We do not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, age, disability, religion, or any other characteristic protected by applicable law and our policies. All qualified individuals are encouraged to apply.