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milltowncharitablefoundation.org

Mill Town Charitable Foundation (MTCF)

EXECUTIVE DIRECTOR

Application Process and Additional Information

This search is being conducted by the Mill Town Charitable Foundation and the Mill Town leadership team. Please review the job description and application form **below** before beginning.

At the end of the form online ([click here](#)), you will be prompted to upload your resume and cover letter. The application must be completed in one session and cannot be saved. Applications will be reviewed only when all materials (form, resume, and cover letter) are received.

At this stage in the process, all submissions are confidential.

Starting date is negotiable but anticipated in Summer of 2026. Application reviews begin March 16, 2026, and will continue until the position is filled.

JOB DESCRIPTION

Position: Executive Director, Mill Town Charitable Foundation

Location: Pittsfield, MA

Reports to: Board of Directors, Mill Town Charitable Foundation

Type: Full-time, Executive Leadership; based in Pittsfield office, hybrid flexibility available

Salary range: As of February 18, 2026, the salary range is \$180,000.00 - \$210,000.00 per year plus benefits, depending on education and experience.

About Mill Town

Founded in 2016, Mill Town is a community investment platform with a mission to improve the quality of life in the Berkshires of Massachusetts. Our goal is to drive meaningful change through traditional investment, impact investment, and philanthropy. We invest in solutions that strengthen communities and deliver measurable impact alongside sustainable financial returns. Over a 9-year period, we have deployed over \$100 million dollars of capital in an effort to expand housing solutions, enhance recreational opportunities, capitalize small businesses, improve neighborhoods, and support critical regional community groups.

About Mill Town Charitable Foundation

Formally established in 2025 and embracing the philanthropic track record of Mill Town Foundation (formed in 2018), Mill Town Charitable Foundation (“MTCF”) is a 501c3 public charity based in Pittsfield, Massachusetts, the heart of the Berkshires. MTCF is dedicated to creating and expanding educational opportunities throughout the region. We partner with schools, community organizations, and established educational models to design and deliver innovative, impactful programming that enhances access, equity, and outcomes in education. Our goal is to create transformational impact for students and families in Pittsfield and beyond. We are driven by the belief that high-quality education, both traditional and experiential, is a cornerstone of thriving communities. Pittsfield has considerable unmet needs in this area, and we view this opportunity as a potential test base that could be leveraged by other parts of the country following proof of concept.

Position Summary

The Executive Director (ED) will serve as the founding leader of MTCF, responsible for establishing and advancing the organization’s mission, strategy, partnerships, and operations. This individual will guide the Foundation through its formative years—building strong relationships, securing philanthropic support, and shaping programming that makes a measurable difference in the lives of students and families.

The ED will report to the Board of Directors and work closely with Mill Town’s leadership to align the Foundation’s efforts with community priorities.

Strategic Leadership & Vision

- Develop and execute the Foundation’s strategic plan in collaboration with the Board and key educational and community stakeholders
- Lead the design and launch of educational initiatives and partnerships aligned with the Foundation’s mission
- Establish organizational systems, policies, and a culture that reflects excellence, accountability, and innovation

Fundraising & External Relations

- Lead fundraising efforts, including cultivation of donors, corporate sponsors, and grant opportunities
- Serve as the public face of the Foundation—building partnerships with schools, nonprofits, and community leaders
- Develop and manage a donor stewardship plan to sustain and grow philanthropic support

Program Development & Oversight

- Identify and deploy innovative, high-impact educational models and programs tailored to local and regional needs
- Provide strategic guidance and programmatic support to Program Director and Grant Administrator staff
- Establish partnerships with recognized educational advancement organizations and pursue collaborations in Pittsfield as pilot and permanent programs to benefit the region and beyond
- Manage grantmaking and programmatic investments to ensure measurable outcomes and long-term sustainability
- Evaluate and report on program effectiveness, incorporating data-driven insights

Organizational Management

- Maintain excellent lines of communication with the Board of Directors
- Lead board meetings in partnership with Board Chair
- Develop organizational structure, manage team and support resource allocation analysis
- Lead organizational design efforts in collaboration with existing team; recruit and manage staff or consultants as needed during the Foundation’s growth
- Oversee budget development, financial management, and operational compliance
- Partner with Finance to ensure all regulatory reporting requirements are met
- Partner with HR to foster a strong performance culture, recruiting and retaining top talent

Qualifications

- Deep understanding of educational program development, community engagement, or grantmaking preferred
- Minimum of 7-10 years in a senior leadership position in philanthropy, non-profit management, or an education-focused organization
- Experience in an organization in its formative stages
- Demonstrated success in fundraising—including individual, foundation, and corporate giving
- Strong strategic, financial, and operational management skills
- Excellent relationship building, communication, and public speaking abilities

- Bachelor's degree required; advanced degree in education, nonprofit management, or related field preferred

Key Characteristics

- Demonstrated leadership ability and excellent verbal and written communication skills
- Entrepreneurial mindset while being data-driven and metrics-oriented
- Self-starter with the ability to work independently and comfort with ambiguity
- Adept at building relationships, liaising with multiple stakeholders, and thriving in matrix environments
- A strategic thinker with the ability to be hands-on and operationally engaged
- Comfortable with ambiguity and leading efforts with minimal direction
- Ability to independently consider the needs of the organization
- Ability to quickly build trust and credibility with diverse stakeholders
- Demonstrated professional integrity
- Great attitude, fun, team player
- Not satisfied with status quo – a creative thinker
- Desire to make an impact on the community and region

Compensation & Benefits

- Compensation commensurate with experience and qualifications
- Benefits include health, dental, 401k plan with company match, ST/LT disability, generous PTO policy, seasonal ski pass, fitness center membership, and paid volunteer time off

Physical Demands

- Sit for extended periods of time at a desk or workstation
- Use hands and fingers to operate a computer keyboard, mouse, and other office equipment
- Frequently communicate with others in person, by phone, and via electronic means; must be able to exchange accurate information in these contexts
- Occasionally stand, walk, reach with hands and arms, bend, or lift items up to 20 pounds (such as files, office supplies, or small equipment)
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

*To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

** Mill Town Charitable Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or protected veteran status.

EXECUTIVE DIRECTOR APPLICATION SUBMISSION FORM

To be completed online – [click here](#)

Below are all the required questions on the submission form. Please review prior to submitting.

Preferred Pronouns

We invite you to share your preferred pronouns (e.g. she/her, he/him, they/them). This is entirely optional and offered to support inclusive and respectful interactions.

Are you currently authorized to work in the United States without need for current or future visa sponsorship?

- No, I am not authorized to work in the U.S.
- I am authorized now but will need sponsorship in the future.
- Yes, I am authorized without the need for sponsorship.

Are you willing to undergo a background check in accordance with federal, state, and local law/regulations?

- Yes
- No

This role includes a mix of remote work and on-site visits in Berkshire County, MA. Please select the option that best describes your situation.

- I currently live within commuting distance of Berkshire County.
- I do not currently live within commuting distance, but I am willing to relocate if offered the position.
- I do not currently live within commuting distance and do not have a relocation plan.

Do you have a valid driver's license and reliable transportation to travel throughout Berkshire County and other areas of Massachusetts, year-round, to attend meetings and events?

- Yes, I have a valid license and reliable transportation.
- No, I do not have a valid license or access to reliable transportation.
- I do not have a valid driver's license, but have access to reliable transportation.

Please describe your compensation expectations.

Self-Assessment

Instructions: Please complete this self-assessment thoughtfully. This tool is designed to help you reflect on your qualifications and provide our hiring team with additional context about your experience and fit for this role. There are no "right" or "wrong" answers—we value authenticity and self-awareness.

Section 1: Experience & Qualifications

1. Leadership Experience

How many years of senior leadership experience do you have in philanthropy, non-profit management, or education-focused organizations?

- Less than 5 years
- 5-7 years
- 7-10 years
- 10-15 years
- More than 15 years

Please briefly describe your most relevant senior leadership role(s):

2. Formative Stage Experience

Have you worked in an organization during its formative or startup stages?

- Yes, I founded an organization
- Yes, I joined within the first 1-2 years
- Yes, I led a major expansion or transformation
- Some experience with startup environments
- No, but I am eager to learn

If yes, please describe your role and the stage of the organization:

3. Fundraising Experience

Please rate your experience level in the following fundraising areas:

| Fundraising Type | No Experience | Some Experience | Moderate Experience | Significant Experience | Expert Level |
|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Individual Donor Cultivation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Foundation Grants | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Corporate Giving | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Major Gift Campaigns | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Donor Stewardship | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What is the largest fundraising goal you have successfully led? (Please provide approximate dollar amount and context)

4. Educational Programming

Rate your knowledge/experience in educational program development:

- Deep expertise - I have designed and implemented multiple educational programs
- Strong knowledge - I have overseen educational initiatives
- Moderate knowledge - I have worked adjacent to educational programming
- Basic understanding - I have awareness but limited direct experience
- Limited knowledge - This would be a growth area for me

Please describe your most relevant experience with educational programs or grantmaking:

Section 2: Core Competencies

5. Strategic Management

How would you describe your approach to strategic planning and execution?

Provide a brief example of a strategic initiative you led from vision to implementation?

6. Financial & Operational Management

Rate your comfort level with the following:

| Area | Not Comfortable | Somewhat Comfortable | Comfortable | Very Comfortable |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Budget Development & Management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial Reporting & Analysis | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Operational Systems Design | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Compliance & Regulatory Requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Team Management & HR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Communication & Relationship Building

Rate your comfort level with public speaking and serving as the face of an organization:

- Very comfortable - I actively seek these opportunities
- Comfortable - I do this regularly and effectively
- Somewhat comfortable - I can do this when needed
- Still developing - I would benefit from coaching

Describe your experience building partnerships with diverse stakeholders (schools, nonprofits, community leaders, donors, etc.):

Section 3: Working Style & Cultural Fit

8. Entrepreneurial Mindset

How comfortable are you working in ambiguous situations with minimal direction?

- Highly comfortable - I thrive in ambiguity and startup environments
- Comfortable - I can navigate uncertainty effectively
- Somewhat comfortable - I prefer some structure but can adapt
- Less comfortable - I work best with clear direction

Describe a situation where you had to build something from the ground up with limited resources or guidance:

9. Data-Driven Decision Making

How do you balance intuition with data in your decision-making?

Provide an example of how you've used metrics or data to improve program outcomes:

10. Strategic vs. Hands-On Balance

How would you describe your leadership style?

- Primarily strategic - I focus on vision and delegation
- Balanced - I move between strategic and operational as needed
- Primarily hands-on - I like to be involved in execution
- Context-dependent - I adapt based on the situation

As the founding Executive Director, this role requires both strategic thinking and operational engagement. How do you feel about this dual expectation?

11. Matrix Environment Experience

Describe your experience working with multiple stakeholders and in matrix environments (e.g., reporting to a board, partnering with parallel organizations):

Section 4: Connection to Mission

12. Educational Equity & Community Impact

Why are you passionate about expanding educational opportunities in communities?

13. Connection to the Berkshires

What is your connection to or interest in the Berkshires region?

- I currently live in the Berkshires
- I have lived in the Berkshires previously
- I have strong ties to the region (family, property, etc.)
- I am familiar with the region and drawn to its potential
- I am open to relocating for the right opportunity

Please elaborate:

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14. Personal Motivation

What excites you most about this Executive Director opportunity?

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What concerns or questions do you have about this role?

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Section 5: Self-Reflection

15. Greatest Strengths for This Role

What are the top three strengths you would bring to this position?

| |
|----|
| 1. |
| 2. |
| 3. |

16. Growth Areas

What are one or two areas where you would need to grow or seek support in this role?

| |
|----|
| 1. |
| 2. |

17. Success Definition

How would you define success for yourself in the first year as Executive Director of Mill Town Charitable Foundation?

18. Additional Information

Is there anything else you would like us to know about your qualifications, experience, or fit for this role?

By submitting this self-assessment and application materials, I affirm that the information provided is accurate and complete to the best of my knowledge.

- Acknowledgement

Thank you for taking the time to complete this self-assessment. We look forward to learning more about you through your application materials.