



EXECUTIVE DIRECTOR

Alliance in Mentorship (AIM) *dba* MiMentor

Position Title: Executive Director

Position Type: Full-Time/Part-Time; this position is an at-will employment position

Location: Remote, with in-person events, primarily in the Los Angeles area; must be California-based.

Reports to: Alliance in Mentorship (AIM) Board of Directors

Anticipated Start Date: Q1, 2026 *or earlier*.

About Alliance in Mentorship *doing business as* MiMentor

MiMentor is a national nonprofit organization dedicated to mentoring and preparing aspiring healthcare leaders from underrepresented backgrounds. Our mission is to develop and support innovative and inclusive mentorship opportunities that will inspire the next generation of diverse healthcare leaders for underserved communities.

Founded in 2012, MiMentor has grown into a dynamic movement of students, professionals, and community leaders. Through a comprehensive array of mentorship, professional development, leadership training, and networking opportunities, we provide critical support to pre-health students who are in their gap/growth years, completing a (formal or informal) post-baccalaureate, and undergraduate pre-health students on their path toward healthcare careers.

MiMentor's programming serves as a beacon of opportunity for undergraduate and post-baccalaureate students aspiring to healthcare careers. We provide a comprehensive array of resources and support. Our key programs and initiatives encompass mentorship, professional development, leadership training, networking, and more. Through the delivery of in-person and virtual programming and an app-based platform, we cater specifically to Latiné and other underrepresented in medicine (URiM) pre-health students, acknowledging and addressing the unique challenges they may encounter in their educational and professional journeys. Our community is primarily located across California, with members and mentors also spread nationwide.

MiMentor operates with an annual budget of approximately \$500K, a vibrant network of volunteer leaders and partners, and 6 staff members. Staff currently includes an Executive Director, Operations & Communications Manager, Program Manager, three Program Coordinators (1 full-time, 2 part-time). We run 5 programs: Medical School Readiness (MSR), Health Equity Summer Internship (HESI), Health Equity Fellowship (HEF), Health Equity Advocacy and Leadership Promotoras Training (HEAL), and Together We Serve (TWS) program comprised of elected volunteer leaders tasked with producing specific MiMentor programming annually.

As we enter our next chapter, we are focused on deepening impact, advancing equity, and sustaining the organizational infrastructure needed to scale our programs and support aspiring healthcare professionals across the country.

Position Overview

MiMentor is seeking an Executive Director to lead our organization into its next chapter of growth, impact, and sustainability. Reporting to the Board of Directors, the Executive Director ensures organizational and financial health, including budget oversight and reporting, ensures compliance with nonprofit governance best practices and state/federal regulations, serves as the public face of MiMentor, oversees staff, is responsible for fundraising, diversifying revenue streams, and grant management, will partner with the Board of Directors to shape, refine, and implement strategic vision and priorities, and will serve as a visible thought leader and advocate for equitable healthcare pathways, for a diversified healthcare workforce, and health equity. This role is responsible for advancing our mission by strengthening programs, cultivating partnerships, leading fundraising and development efforts, and stewarding an inclusive and collaborative organizational culture.

The Executive Director will oversee a dedicated staff team, work closely with volunteer leaders, and partner with the Board to shape MiMentor's strategic direction. This role requires a mission-driven, entrepreneurial, and visionary leader who can balance big-picture thinking with strong management and operational execution.

At MiMentor, we value a collaborative and inclusive team culture. While the Executive Director is the chief executive role, we do not operate as a rigid hierarchy. We believe in elevating all voices, especially those of our staff, student leaders, and community partners who drive our programs and directly serve our community. We deeply value attention to detail, to demonstrate this skill, please include the word "green" in the subject line of your application email.

We are a small and growing nonprofit team, which means agility, adaptability, and a willingness to step in where needed are essential—even at the executive level. While responsibilities are clearly defined, all team members, including the Executive Director, contribute beyond their core duties to ensure the success of our programs and mission. If you are energized by collaboration, problem-solving, and leading with humility in a dynamic environment, this is an exciting opportunity to make a lasting impact.

Key Responsibilities

Organizational Leadership & Strategy

- Partner with the Board of Directors to shape, refine, and implement the organization's strategic vision and priorities.
- Partner with the Together We Serve Elected Leadership Council, a volunteer body of 60+ emerging healthcare leaders, to ensure the organization's strategic vision and priorities remain relevant to the evolving needs of current pre-health professional students.
- Provide leadership in the development and execution of long-term strategic and annual operating plans, ensuring alignment with mission and sustainability.

- Monitor trends in healthcare, mentoring, higher education, and nonprofit management; recommend strategies that keep MiMentor relevant, innovative, and impactful.
- Foster a culture of equity, inclusion, and belonging across all organizational activities and decisions.
- Lead organizational growth and scaling strategies, ensuring infrastructure, systems, and staffing can support scaling deeper and scaling outward.

Board Governance & Relations

- Partner with the Board Chair and Board of Director committees to strengthen governance, policy development, and strategic oversight.
- Ensure compliance with bylaws, nonprofit governance best practices, and fiduciary responsibilities.
- Support Board development, including recruitment, orientation, engagement, and support Board self-evaluation.
- Serve as the primary liaison between the Board of Directors and staff, providing timely, accurate, and transparent information to support Board decision-making.

Fundraising & Resource Development

- Lead the design and implementation of a comprehensive fundraising strategy that includes individual giving, institutional funding, government grants, corporate sponsorships/partnerships, and special events/campaigns.
- Cultivate and steward relationships with major individual donors, grantors, institutional funders, foundations, program officers, and partners.
- Serve as the lead fundraiser and primary relationship manager for key funders, with support from staff and Board members.
- Ensure systems and infrastructure (donor database, stewardship processes, grant reporting) support long-term sustainability.

Financial Management & Compliance

- Oversee preparation of the annual budget, financial statements, and cash flow projections, ensuring transparency and accountability.
- Safeguard organizational assets by updating/designing and implementing effective internal financial processes and controls and risk management practices.
- Monitor financial performance and provide regular reports to the Board and the Board's Finance Committee.
- Maintain the organization's good standing with state and federal agencies through timely and accurate filings, registrations, and compliance with nonprofit and employment law requirements.
- Ensure compliance with state and federal nonprofit regulations, IRS requirements, and grant agreement obligations.

Staff Leadership & Organizational Culture

- Provide direct supervision, mentoring, and support to staff, fostering a collaborative, inclusive, and mission-driven team culture.
- Ensure effective human resources practices, including equitable recruitment, onboarding, professional development, and compliance with California and federal labor laws.
- Develop leadership capacity within staff and volunteers to ensure organizational resilience and continuity during transitions.
- Empower staff to lead, innovate, and contribute their voices to organizational decision-making.
- Model transparent, ethical, and equity-centered leadership.

Program Oversight & Impact Measurement

- Ensure programs are mission-aligned, high-quality, community-based and community-informed, and responsive to the needs of Latiné and other URiM students.
- Support program staff and volunteers in designing, evaluating, and improving programs and initiatives.
- Oversee data collection, evaluation systems, and impact reporting to funders, partners, and the Board.
- Ensure the organization regularly communicates program outcomes and impact to stakeholders, including students, volunteers, partners, and funders.
- Promote innovation in mentorship, leadership development, and student engagement.

External Relations & Advocacy

- Serve as the public face of MiMentor, representing the organization to community partners, funders, policymakers, and the media.
- Act as a thought leader and advocate for equitable healthcare pathways, a diversified healthcare workforce, and broader health equity.
- Build strategic partnerships with educational institutions, healthcare organizations, and community groups to strengthen programming and expand MiMentor's reach.
- Enhance the visibility of MiMentor through public speaking, media engagement, and participation in key forums, working groups, and events. (This includes attending, engaging, and networking, when relevant, at virtual and in-person symposia, conferences, workshops, and meetings of entities such as: The American Academy of Medical Colleges, The American Association of Colleges of Osteopathic Medicine, The California Endowment, The California Wellness Foundation, The "Addressing the Latino Physician Shortage Coalition," The California Health Care Foundation, Latino Coalition for a Healthy California, California Primary Care Association, California Health Care Access and Information (HCAI), California Post-baccalaureate Consortium, Physician for a Healthy California, UCLA Latino Policy and Politics Institute, UCSF Latino Policy Institute, Latinx Physicians of California, Center for the Study of Latino Health & Culture, AltaMed Health Equity Institute, California Medical Scholars Program, Blue Shield of California Foundation, amongst others.)

Operational Oversight

- Ensure organizational systems, technology, and processes support effective operations and program delivery.
- Oversee risk management, insurance, vendor relationships, and compliance with contracts and agreements.
- Lead efforts to strengthen infrastructure, streamline workflows, and ensure sustainability.
- Support the development of policies, procedures, and documentation that promote efficiency and sustainability.

Qualifications & Experience

Minimum Qualifications

- 7+ years of progressively responsible leadership experience in the nonprofit, philanthropic, higher education, healthcare, or related sectors, with at least 3 years in an executive or senior management role.
- Proven track record of fundraising, including cultivating and stewarding major donors, securing foundation and government grants, and developing diversified revenue streams.
- Experience leading organizational growth or scaling strategies, including building infrastructure and systems to support expansion.
- Demonstrated experience working with or reporting to a Board of Directors, including providing timely information for governance and supporting Board development.
- Strong financial acumen, including budget development, financial oversight, compliance, and risk management.
- Experience supervising, mentoring, and developing staff, and fostering an inclusive, collaborative, and mission-driven organizational culture.
- Exceptional interpersonal and communication skills, with the ability to inspire, influence, and engage diverse stakeholders including students, volunteers, funders, partners, and community leaders.
- Exceptional written and verbal communication skills, including public speaking skills, with the ability to engage diverse audiences.
- Demonstrated emotional intelligence and strong interpersonal skills, including the ability to communicate with empathy, resolve conflicts constructively, and work collaboratively across diverse teams and stakeholders.
- Experience leading organizational growth or scaling strategies, including building infrastructure and systems to support expansion.
- Demonstrated commitment to equity, inclusion, and belonging, with a deep understanding of the systemic barriers faced by Latiné and other URiM students in healthcare pathways.
- Strong organizational and strategic thinking skills, with the ability to balance vision with operational execution.
- Strong understanding of and commitment to using inclusive, equity-centered language in all communications, recognizing that language shapes narratives and impacts communities.

- Tech-savvy with proficiency in Google Workspace (Docs, Sheets, Slides, Forms), virtual collaboration tools, and project management software—ideally Asana.
- Passion for MiMentor’s mission and values and a strong commitment to diversity, equity, and inclusion (DEI), particularly in supporting URiM students, with a demonstrated record of mission-driven leadership.

Preferred Qualifications

- Prior experience as an Executive Director, CEO, or comparable senior leadership role in a nonprofit or mission-driven organization.
- Established relationships with funders, healthcare institutions, higher education partners, or policy/advocacy networks relevant to MiMentor’s mission.
- Familiarity with California nonprofit regulations, labor laws, and compliance requirements.
- Bilingual in English and Spanish strongly preferred.

Compensation Package & Benefits

Wages: \$52.00 - \$62.00/hr. (commensurate with experience)

Paid Time Off (PTO) & Holiday Pay: PTO will accrue at a set rate per hours worked per pay period. Federal holidays are paid.

Paid Sick Time: Paid sick time off will accrue at a set rate per pay period based on number of hours worked and in compliance with current California state law.

Work-from-Home (WFH) Stipend: AIM/MiMentor offers a non-taxable WFH stipend to full-time staff in the amount of \$50.00 per month, remitted twice monthly in the amount of \$25.00 per pay period.

Employee Mileage Reimbursement: Actual miles driven using employee's personal vehicle in furtherance of completing employment duties and tasks for AIM/MiMentor are reimbursable at the current federal rate of \$0.70 (*seventy cents*) per mile; submission of the Employee Mileage Reimbursement Form is necessary to receive mileage reimbursement.

How to Apply

Interested candidates should submit their resume and brief answers to the following questions to MiMentor via email to execjobs@mimentor.org.

Questions to answer in the body of the interest email/cover letter:

- How does our mission align with your personal and professional values?
- How have you managed teams, volunteers and/or boards in the past?

- Please provide your perspective on the opportunities and challenges facing our organization?
 - How have you guided organizations through strategic planning or growth periods?
 - How have you fostered collaborations with stakeholders, funders and community leaders?
-

EQUAL OPPORTUNITY EMPLOYER STATEMENT

Alliance in Mentorship *doing business as* MiMentor is committed to fostering a diverse, inclusive, and equitable workplace where all employees and applicants are treated with dignity and respect. We proudly embrace and encourage diversity in all forms and are an equal opportunity employer and we encourage individuals from a broad range of identities and experiences to apply. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability status, pregnancy, genetic information, marital status, parental status, citizenship, military service, veteran status, socio-economic status, neurodiversity, language, cultural background, or any other characteristic protected by applicable law. We are committed to providing a workplace that is free from discrimination and harassment and encourages applications from individuals from a broad range of identities and experiences to apply including those who identify as LGBTQ+, those living with disabilities, and those from historically minoritized communities.