

<b>TITLE:</b> EXECUTIVE DIRECTOR	<b>JOB CLASSIFICATION:</b> EXEMPT
<b>REPORTS TO:</b> BOARD OF DIRECTORS	<b>SALARY RANGE:</b> \$100,000 -- \$125,000

**MISSION**

Kitchen Angels provides free, nutritious meals to our homebound neighbors facing life-challenging conditions.

**PURPOSE**

The Executive Director leads the pursuit of Kitchen Angels' vision and ensures plans to achieve the organization's goals are executed. The Executive Director ensures that the organization has the financial, in-kind, and human resources to achieve its goals in the short- and long-term. The Executive Director builds a strong team of board, staff, volunteers and partners necessary to achieve organizational goals.

**PRINCIPAL RESPONSIBILITIES****Strategic Vision and Planning**

- With the Board of Directors and the Senior Management team, define, communicate and build consensus for Kitchen Angels strategic vision and mission
- Ensure that the goals of the organization align with and support the mission
- Lead a strategic planning process that establishes short- and long-term goals, strategies and new programs in response to client needs
- Lead periodic environmental and organizational scans and needs assessments to identify challenges and opportunities to achieve the mission
- Cultivate a strong partnership with the Board of Directors in setting policies consistent with the organization's mission, code of ethics, and values

**Development**

- Actively participate in identifying, cultivating, soliciting and stewarding donors
- Build and maintain relationships with major sources of financial support
- Make presentations to a broad range of community organizations
- Lead initiatives for developing new sources of funding
- Direct the preparation and execution of an annual development plan, which includes income projections and strategies to achieve revenue objectives
- Work with the VP of Philanthropy to cultivate a strong partnership with the Board of Directors in development efforts
- Serve as the organization's chief spokesperson

**Financial Management**

- Direct the preparation and administration of the annual budget and monthly financial statements which accurately reflect the financial condition of the organization
- Work with the Board of Directors to ensure that the Board understands and fulfills its fiscal responsibilities
- Oversee compliance with major grants and contracts to ensure that funds are used for required purposes and activities
- Ensure organization adheres to generally accepted accounting practices and ethical standards of the nonprofit sector

## **Board Relations**

- Serve as a non-voting *ex officio* member of the Board of Directors
- Report to the Board of Directors on accomplishments, challenges, and changes with the organization
- Serve as staff liaison on Board committees as assigned
- Serve as an advisor to other Board committees as requested
- Arrange and participate in orientation of new board members
- Provide information, support and advice to the Board of Directors in policy development, governance, finance and planning
- Attend all Board meetings

## **Organizational Development & Operations**

- Ensure accountability systems are in place at all levels to achieve strategic goals and objectives
- Hire senior management team members with the capability, skills, temperament and passion to successfully implement goals, strategies and policies
- Maintain a high-performing team by training, regularly evaluating and retaining highly talented employees
- Lead an organization-wide effort to ensure that succession and business continuity planning occur at all levels of the organization
- Oversee human resources
- Build the organization by improving organizational performance, and developing the skills and talents of employees at all levels
- Ensure Kitchen Angels maintains a strong, diverse and inclusive work force
- Ensure appropriate maintenance and operation of the physical plant, in accordance with all local, state and federal rules and regulations

## **Community Impact**

- Forge relationships and collaborative partnerships with community organizations and resources to meet the needs of Kitchen Angels clients
- Build and maintain positive working relationships with media, civic organizations, government agencies and funders
- Provide leadership in shaping and communicating the vision, goals and work of Kitchen Angels
- Build and maintain relationships with elected officials at the city, county, state and federal levels and with other leaders in the community-at-large
- Participate actively in community, statewide and national organizations to further the mission of the organization

## **ACCOUNTABILITY RESPONSIBILITIES**

Accountable for VP of Philanthropy, Director of Food Services, Client Services Manager, Volunteer Coordinator, Store Manager, Program Manager, Finance and other contracted personnel.

## **MINIMUM QUALIFICATIONS:**

- Eight to 10+ years of experience in nonprofit management; MBA, MPA, Master of Nonprofit Management or other advanced degree preferred
- Experience working directly with a Board of Directors in a nonprofit organization required

- Experience in financial management and supervision, personnel management

### **SKILLS & ABILITIES**

- Vision – Continually assess future needs and opportunities, and plan strategically around them
- Leadership – Ability to inspire others with organization’s vision and instill a sense of autonomy, mastery and purpose that will make them successful in their work
- Communication Skills – Outstanding written communication skills; ability to communicate orally and connect with both large and small audiences of differing socio-economic, cultural, religious and ethnic backgrounds, comfortable with public speaking
- Emotional Intelligence – Ability to admit and learn from mistakes and to empathize with others
- Forward Thinking – Ability to recognize emerging trends in the industry and in the environment, emerging needs in the community, and guide the organization in adapting nimbly and appropriately

### **WORKING CONDITIONS**

- Typical office setting involves sitting, standing walking, and lifting. May require some work in both warehouse and retail store settings
- Participation in offsite and after-hours events

### **OTHER REQUIREMENTS**

- Commitment to Kitchen Angels goals and mission
- Present a professional and positive image as a representative of Kitchen Angels
- Enthusiastic and positive attitude toward helping others

### **EMPLOYMENT REQUIREMENTS**

- Must successfully pass a full drug screen
- Successful criminal background check
- Valid New Mexico driver’s license, Class C

Quality benefits package includes health insurance, retirement contributions, and paid vacation leave.

### **DISCLAIMER**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

To apply, please send cover letter, writing sample and CV to Dwayne Trujillo at [dtrujillo@kitchenangels.org](mailto:dtrujillo@kitchenangels.org). Applications will be reviewed as received.