

Meals on Wheels of Cheyenne, Inc.

The mission of Meals on Wheels of Cheyenne, Inc. is to deliver nutritious home-served meals to enable elderly, frail, and disabled members of the Cheyenne community to remain in their homes in a dignified manner. Annually, over 85,000 meals are delivered to the homebound by a team of dedicated staff and volunteers.

Job Posting – October 2020

Executive Director

Meals on Wheels of Cheyenne, Inc. is looking for a passionate, creative, and motivated Executive Director to lead our mission-driven team of staff and volunteers. The Executive Director reports to the Board of Directors and is responsible for the successful overall leadership and strategic management of the organization.

This is a hands-on position that requires the leader to wear many hats, work independently, and be able to delegate. The ideal candidate is people-oriented, dependable, innovative, compassionate, and able to work effectively with diverse groups including internal staff, community volunteers, government agencies, community organizations, potential donors, and vendors. With an annual budget close to \$1,000,000, the Executive Director must be excited about fundraising!

AREAS OF RESPONSIBILITY

Mission, Strategy and Implementation

- Works with the Board and staff to ensure the organization's mission is fulfilled through programs, strategic planning and community outreach
- Responsible for working with the Board to develop the vision and strategic priorities for the organization; development and implementation of annual plan for meeting these priorities
- Responsible for effective administration of the organization's operations as set forth in the mission statement, strategic plan and written policies and procedure

Fund Development

- Develops resources sufficient to ensure the financial health of the organization
- Builds relationships with donors and ensures effective stewardship
- Develops new donor prospects, including individuals/families, foundations and corporate funders
- Writes proposals and grants; ensures compliance with reporting requirements

Board of Directors

- Provides regular updates to the Board on the annual plan, fund development, and programs.
- Maintains relationships with and provides guidance to the Board of Directors and Board Committees
- Participates in monthly Board meetings as well as Board Committee meetings as requested

Financial

- Responsible for the fiscal integrity of Meals on Wheels of Cheyenne, Inc. to include submission to the Board and Finance Committee of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Facilitates and ensures completion of annual audit, in conjunction with the Board
- Manages all streams of revenue including client fees, grants, contributions and fundraising
- Negotiates, maintains and ensures compliance with all contracts

Staff and Volunteers

- Responsible for the hiring, management and retention of competent, qualified staff
- Ensures proper termination procedures
- Ensures staff functions are carried out effectively, including nutrition and client services, volunteer management and office operations
- Delegates areas of responsibility and authority as needed and ensure close supervision of such delegation
- Provides or directs back-up services when needed for staff shortages

Community Outreach

- Responsible for the enhancement of Meals on Wheels of Cheyenne, Inc.'s image by being active and visible in the community and serving as the face of the organization
- Develops sustained community relationships to ensure the organization achieves mission goals
- Networks effectively with other agencies, community organizations, and government officials in Cheyenne, Laramie County, and throughout the State of Wyoming

JOB QUALIFICATIONS

- Bachelor's degree from an accredited institution; an advanced degree is preferred
- Minimum of three years of business/management experience with leadership responsibilities, preferably in the areas of nonprofit business management or health and human services
- Strong network of local community connections
- Demonstrated success at donor cultivation and foundation fundraising, including the ability to develop a fundraising strategy and lead a capital campaign
- Excellent written and verbal communication skills, as well as effective listening skills
- Public relations, marketing, and branding experience
- Demonstrated experience in public speaking and operating in the public eye
- Collaborative work style and demonstrated success in managing teams
- Ability to formulate clear objectives and priorities among a diverse set of tasks; consistently and effectively implement plans
- Strong knowledge of budgeting and nonprofit accounting; working knowledge of QuickBooks reports preferred
- Practical experience with grant reporting and compliance
- Passion for senior support services and the Meals on Wheels mission

- Valid State of Wyoming Driver's License, Automobile Insurance
- Pre-employment background check required

COMPENSATION

This position is an Exempt, full-time position. A competitive compensation package will be offered to the finalist candidate commensurate with experience and other qualifications. Benefits include flexible schedule, health and dental insurance, life insurance, generous PTO, and paid holidays.

TO APPLY:

Meals on Wheels of Cheyenne has contracted with Align to administer the Executive Director search. For questions about this position, use the email address below.

Submit the following to HR@TheAlignTeam.org. Incomplete applications will not be considered.

- A cover letter explaining why you are interested in this position and summarizing your strengths as a potential leader for this organization. Please address how your background and community connections will enhance your ability to fulfill the key attributes sought by the organization.
- Salary requirements.
- Your resume.

Position is open until filled.