

**Job Title: Executive Director**

**Organization:** Meals for the Elderly

**Location:** San Angelo, TX

**Closing Date:** May 20, 2020

**Job Description:**

Meals for the Elderly (MFTE) of Tom Green County is located in San Angelo, Texas.

Poised for growth, we are proud of our success including having just one executive director in our 40-year history. MFTE has a supportive board with a blend of new and long-standing members and a diversity of backgrounds. There is a large and healthy volunteer sector to support the delivery of approximately 750 daily meals Monday through Friday and other program activities. MFTE has invested in upgrading all of its technology with state-of-the-art hardware and software for managing volunteers and coordinating delivery routes. We are fortunate in having a supportive donor base that are invested in our community and MFTE's highly successful signature fundraising events.

The mission of Meals for the Elderly of Tom Green County is to provide nutritious meals to the elderly, disabled, ill and frail residents in the San Angelo and surrounding communities in order to allow them to remain in their homes in a dignified manner. MFTE is a 501(c)(3) nonprofit, and seeks a full-time, dynamic, innovative, collaborative, talented, self-starter to serve as the organization's Executive Director. The candidate should preferably have five years of increasingly responsible senior nonprofit management experience, a visionary leader who is transparent and passionate about further expanding our mission and impact to the community. This leader will navigate the organization as it evolves and continues to provide vital services that promote healthy living for the elderly and disabled in Tom Green County.

**SUMMARY**

The Executive Director is the key management leader of Meals for the Elderly. The Executive Director is responsible for implementing the strategic plan of the organization, oversight of administration, operations, and programs. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

**ESSENTIAL RESPONSIBILITIES**

**Board Governance:** Works with board in order to fulfill the organization mission.

**Development, Financial Performance, and Viability:** Develops resources sufficient to ensure the financial health of the organization.

**Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

**Organization Operations:** In conjunction with the Board of Directors, over sees and implements appropriate resources to ensure the operations of the organization are successful.

## **COMPENSATION**

Competitive salary commensurate with experience - \$50,000 - \$60,000 DOE

401k plan with 3% company match

Low deductible health insurance plan with MFTE paying 75%

Life insurance available with AFLAC

Paid vacation, holiday, and sick leave

## **REQUIREMENTS**

A bachelor's degree in related field or equivalent experience

Strong non-profit financial and budget management experience

Strong organizational abilities including planning, operations, delegating, program development, and task facilitation

Grant writing skills and knowledge in order to bring in additional funding

Ability to convey and implement a vision of a strategic future to staff, board, volunteers and donors

Successful implementation of fundraising strategies and donor relations unique to nonprofit sector

Effective influencing skills in collaborating and motivating board members and other volunteers

Strong written, verbal and presentation and public speaking communication skills essential to inspire, influence and motivate others

Ability to interface, engage and motivate diverse volunteer and donor groups

Demonstrated ability to provide direction, oversee and collaborate with staff

Manage kitchen staff and get certification as food handler

## **How To Apply**

Please submit a cover letter and your resume answering the following questions:

1. Why are you interested in the Executor Director position
2. What makes you uniquely qualified
3. Give examples of how you have strategically led a non-profit organization
4. Do you have grant writing experience and if so, describe the funding you were able to procure
5. Have you been a supervisor of employees, and if so, how many

## **References:**

Please have list of references available to hiring team during interviews.

Resumes need to be emailed to [Johnnyg3@suddenlink.net](mailto:Johnnyg3@suddenlink.net) Subject: Executive Director position, MFTE, by May 20, 2020.

