



Job Description

Job Title: Executive Director

Reports to: Board of Directors

Date Updated: 9/14/2021

Job Summary:

The Executive Director is the overall leader of the Upper Room Dining Hall. As such, this position is responsible for overseeing the administration, operation, programs, and strategic plan of the organization. As a nonprofit organization dependent on the commitment and support of our donors, volunteers, and the overall community; other critical duties include, but are not limited to, fundraising, marketing, and community outreach. Key to success in this position is the leadership of employees and volunteers in a way that creates an engaging environment for the team and the guests of the Upper Room. This position reports directly to the Board of Directors.

Job Responsibilities:

Operations Management: Responsible for the planning, organizing, and directing of the company's operations and programs, including:

- Developing and implementing consistent inventory, purchasing, and cost accounting policies, procedures, and operational reporting/metrics, (i.e. food management)
- Ensuring adequate staffing and volunteers are in place to prepare and serve meals, and effectively deliver on other programs and services.
- Providing on-site leadership during all hours of operation.
- Responsible for building and equipment maintenance and repairs.
- Ensuring compliance with all regulatory and Diocese requirements (ie, health department, Live Scan, Safe Environment, etc.)
- Develops and nurtures relationships with recipients of Upper Room's services.

Financial Performance: Develops and implements plans sufficient to ensure the financial health of the organization.

- Develop and execute annual multi-channel fundraising activities (social media, grants, events, etc) sufficient to support Upper Room's operations and long-term strategy.
- Develop donor management programs that engage private and commercial donors in a way that acknowledges and encourages donor generosity.
- Responsible for the fiscal integrity of Upper Room, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Mission and Strategy: Works with the Board of Directors, staff, volunteers, and partners to ensure that the Upper Room's mission is fulfilled through programs and strategies that support organization's long-term vision.

- Develop and implement detailed plans that ensure timely execution of programs required to support organization's strategy for expansion. Drive new opportunities to expand services in the community.
- Develop and maintain partnerships within the community that facilitate achieving Upper Room's long-term vision.
- Develop and execute clear, multi-channel communication strategies and messaging that promote community and internal stakeholder understanding and engagement in the Upper Room's mission and strategic direction.
- Responsible for the enhancement of Upper Room's image by being active and visible in the community and by working closely with other professional, civic, law enforcement, interfaith, and private organizations.

Governance and Reporting: Works with the Board of Directors to fulfill the organization's mission.

- Responsible for leading Upper Room in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Identify and report to the Board any potential risks and opportunities within the organization and its environment

- Prepares accurate and timely analyses that captures and communicates business results, variances, and performance trends, providing transparency into the fiscal, operational, and strategic health of the Upper Room.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Required Qualifications/Capabilities:

- Bachelor's degree or equivalent work experience
- Five or more years senior management experience
- High level strategic thinking and planning. Ability to envision and convey the organization's mission and strategic future to the staff, board, volunteers, donors, and community.
- Demonstrated ability to work with a Board of Directors
- Demonstrated ability to collaborate with staff and lead a large volunteer-based organization.
- A history of successfully generating new revenue streams and improving financial results.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic and integrity with a high degree of energy.
- A passion for serving in a faith-based organization.

Preferred Qualifications/Capabilities:

- Five or more years of experience with a nonprofit organization working with the food insecure or other underserved populations in a community.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- We are a faith-based organization operated under the ownership and direction of the Catholic Diocese. As such, a leader who is a Catholic in good standing is preferred over other candidates assuming equal qualifications in other areas.