



Mobile Meals of Southern Arizona
520-622-1600
www.MobileMealsSoAZ.org

EXECUTIVE DIRECTOR

Mobile Meals of Southern Arizona (MMSA), a Tucson based non-profit, promotes the health, dignity and independence of homebound adults. We envision a community where homebound adults thrive physically and emotionally because they have ready access to appropriate, nutritious food and a compassionate network of support to promote their health and safety.

The Executive Director (ED) is responsible for oversight of the administration, staff, programs and strategic plan. Other key duties include fundraising, marketing, and community outreach. This position reports directly to the Board of Directors. The ED will direct day-to-day organizational operations and assure high quality client services, adequate and appropriate staffing, and sound fiscal operations.

GENERAL RESPONSIBILITIES

1. **Board Governance:** Support and guide the organization mission as defined by the BOD. Timely, accurate and effective communications and information so that the BOD may function properly and make informed decisions.
2. **Fiscal and Budget Responsibility:** Responsible for the fiscal integrity of MMSA. Annual budget development and monthly financial statements for BOD review. Development of resources and fundraising necessary to support MMSA's mission. Monitoring of the annual operating budget. ED will work to maximize resources and strive to maintain the MMSA's positive financial position.
3. **Organization and Operations:** Oversee and implement appropriate resources to ensure MMSA's operations growth. Staff hiring and retention of competent, qualified individuals. Signing of all notes, agreements and other instruments entered into and on behalf of the organization.
4. **Strategic Planning:** Participates with the board and staff to ensure that the MMSA's mission is fulfilled through programs, strategic planning and community outreach.
5. **Program Monitoring and Resource Development:** Responsible for program implementation that carries out MMSA's mission. In collaboration with staff, responsible for developing programs and proposals to public and private funding sources for cash and in-kind resources for new and existing programs. Includes collaboration with staff to plan, direct, and coordinate program services, and activities. Develop methods of assessing the quality of services provided.
6. **Human Resources:** Responsible for implementing Personnel Policies and Procedures. Develop and implement specific policies and procedures required to comply with contract requirements.
7. **Community Relations:** Develop positive relationships with representatives from various funding sources and community groups. Responsible for the enhancement of MMSA's image by being active and visible in the community and by working closely with other professional, civic and private organizations. Maintain a positive relationship with government agencies and representatives.
8. **Executive Functions:** Act as an executive of the corporation by participating with the Board of Directors at monthly meetings of the Board and its committees.

MINIMUM QUALIFICATIONS

Suitable work experience may be considered as transferable skills in order to meet minimum requirements of the position.

1. Master's Degree in Public Administration, Social Work, or related field.
2. Five years progressive administrative experience for a company/organization of a comparable size and complexity.
3. Five years supervision of professional and non-professional employees and volunteers with a range of responsibility from direct service through program supervision and administration.
4. Five years' experience of supervision in Human Resources decision making, familiarity with federal and state employment laws regarding hiring practices, affirmative action, wage and hour laws, discrimination, and harassment.
5. Ability to speak Spanish is highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES

1. **Community Development:** Knowledge and experience with social and community development processes and program planning pertaining.
2. **Financial:** Progressive responsibility for revenue and expense budgets from a combination of public and private funding sources.
3. **Communication:** Excellent verbal communications skills, grant writing and other written communication expertise. Ability to work with a diverse BOD, staff and client population. Ability to prepare and present program information in an understandable and interesting manner both formally and informally.
4. **Information Systems:** Ability to use computer software for word processing, spreadsheets, databases, and email. Experience in a network environment and digital media basics.
5. **Personal Qualities:** Ability to lead, inspire and work alongside as a member of a small team. Build and support consensus and use feedback and advice from staff/BOD and colleagues. Ability to treat all with objectivity, fairness, and respect, particularly when there are disagreements or grievances. Flexible, innovative, creative problem-solving skills, sound judgment, reliability, and ability to act independently in a value oriented professional style.

The above statement reflects the general duties considered necessary to describe the principal functions of the job as identified; and shall not be considered a detailed description of all work requirements that may be inherent in the job.

SALARY \$ 65,000 - \$70,000

HOW TO APPLY Email resume to Search Committee EDSearchMobileMeals@gmail.com

SELECTION Applicants will be rated based upon evaluation of their qualifications, experience and training. The Board may approve highly performing applicants who do not meet minimum qualifications for employment as outlined in the job description.

OPEN February 13, 2019

We encourage our Veterans to apply. Equal Opportunity Employer.