



Manna invites applications for the position of:

Executive Director

An Equal Opportunity Employer

Posting Start Date – December 22, 2018

Posting End Date – January 24, 2018

Salary - \$60,000 - \$70,000

Location – Durango, Colorado

This position creates a workplace of passion, purpose, and productivity. Includes creative communication, an accepting atmosphere, appreciation and respect for all, and empathy and enthusiasm for clients.

Overall Job Objective:

Manna is looking for a seasoned and qualified Executive Director. The ideal candidate will possess outstanding dedication to the nonprofit sector with an emphasis on leadership, vision, fundraising and values toward continuing the implementation and promotion of Manna's **mission to provide, in the spirit of faith and love, nourishing meals and supportive services in an atmosphere of acceptance and caring for those in need.**

The candidate's skills must positively reflect on Board Members, employees, volunteers, guests/clients, religious congregations, organizations and the community at large. In consultation with a 12-member Board, the successful candidate will be expected to implement Manna's strategic plan and administrative policies and procedures while also managing and directing the day-to-day operations of the Kitchen, Culinary Program, client services and other programs associated with Manna's mission. The ideal candidate will possess broad based business skills and have experience in leadership roles. The new executive director will have demonstrated ability in fundraising, fiscal management of budgets and proven leadership skills in the management and development of paid staff and volunteers.

Job Title: Executive Director

Reports to: Board of Directors

Position Status: Full time/Salaried

Supervises: All staff (currently 6 employees)

Essential Duties and Responsibilities:

Community Relations:

- Develops and implements public awareness of Manna
- Positively presents and reinforces Manna's Mission and purpose to civic, faith-based, and other groups and individuals. Contacts groups/individuals through written materials and presentations in order to acquire increased funding and volunteer support. Attends meetings to deliver Manna's message and needs.

Fiscal Management & Fundraising:

- Researches and applies/reapplies for grants in a timely manner, reporting to the Board the successes or failures. Works closely with the Board to continue the focus with strategic plan, long and short-term fundraising and performance measurements. Creates and directs major donor strategy to increase and diversify individual donor giving.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of Manna, (i.e., – contracts, checks, and invoices).
- Coordinates with appropriate staff and Board and supervises all fundraising. Knowledge of fundraising strategies and donor relations unique to Manna's nonprofit sector.
- Develops the fiscal budget with the Board Treasurer, monitors revenue and expenses. Responsible for adherence to the fiscal budget and policies and responsible, through a combination of fundraising and expense control, for revenue meeting or exceeding expenses. This includes maximizing resource utilization and overseeing an annual audit.

Manna Staff & Operations:

- Organizes staff positions and functions to achieve an effective and efficient operation. Maintains current job descriptions and employee files for subordinate positions. Works with staff to oversee and develop volunteer program and kitchen functions.
- Includes subordinates in planning. Prioritizes and plans work activities. Uses time efficiently. Develops new programming defining benchmarks and strategic

partnerships with other non-profits to integrate services that address mutual client needs.

- Responsible for the hiring and retention of competent qualified staff. Oversees staff, including hiring, coaching, recognition, and discipline when appropriate. Provides direction and maintains legal compliance. Provides regular feedback to staff on job performance. Develops staff skills and encourages growth. Maintains ongoing staff communications. Delegates work effectively.
- Maintains feedback mechanisms on critical activities. Solicits feedback on ways to improve client services. Oversees all aspects of day-to-day operations. Conserves organizational resources. Develops and implements cost saving measures.
- Provides vision. Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well. Builds team spirit. Evaluates, mentors and motivates staff to ensure excellent standards of professionalism. Ensures non-profit policies, practices and compliance measures are done in a timely and efficient manner.
- Oversees the daily operations of the main kitchen and the Culinary Program to assure they remain in compliance with Health and Safety Codes of La Plata County and the City of Durango.

Board Relations:

- Attends all monthly Board meetings providing the Board with administrative, fiscal, operation, and program information updates. Presents a monthly director's report. Provides leadership in setting budget priorities and making financial decisions including expanding and securing resources.
- Coordinates with Board and each of its committees in developing and implementing strategic and tactical plans to maintain and advance the mission of Manna.

Qualifications: The successful candidate will possess the following:

- Bachelor's degree or equivalent administrative experience
- Minimum of two years' management or non-profit experience in an administrative capacity
- Commitment to the Manna mission and a willingness to collaborate with the Durango community
- Ability to effectively prepare grant proposals and secure adequate funding
- Ability to be empathetic when assisting clients and volunteers of all income levels and backgrounds

- Ability to successfully plan, prepare, and administer an annual budget
- Ability to hire, manage and motivate staff
- Possess strong problem-solving, communication, collaborative and conflict resolution skills
- Possess a valid Colorado driver's license
- Successful completion of pre-employment drug screening test, random drug screens, and background checks resulting in a record of no misdemeanors, felony convictions for theft, violence, or child molestation and/or other issues

Physical and Mental Requirements:

- Sufficient vision or other powers of observation that permits the employee to review, evaluate and prepare a variety of written documents and materials
- Sufficient manual dexterity to operate computer equipment, other office and kitchen equipment
- Sufficient personal mobility and physical reflexes to work in an office setting
- Work may include extended periods of time viewing a computer monitor and/or operating a keyboard
- Ability to work under stress with demanding deadlines, public contact and changing priorities and conditions
- Ability to fill in for all employees as needed

Work Environment:

- Works primarily in a clean, comfortable environment
- Works in a setting subject to continuous interruptions and background noises
- Equipment includes but is not limited to the following: Office equipment including personal computers, telephones, calculators and copy machines. Work may include using kitchen equipment including use of range, oven, deep fryer, walk-in freezer, baking, cooking, serving and preparing meals

About life in Durango:

Nestled in the Animas River Valley with majestic mountains to the north and west and serene desert to the south, Durango is a unique and desirable place to live, a belief reinforced by the town's appearance on a variety of "Best Of" and "Top Ten" lists. Limitless opportunities for outdoor pursuits combined with relative geographic isolation contribute to a vibrant small-town atmosphere. The people of Durango are actively engaged in this quality of life through a host of business, civic, educational, artistic, cultural and religious commitments. A rich tradition of collaboration characteristically draws people from local governments, schools, health/human service agencies and religious organizations together to address community needs. It can be both gratifying and messy.

Typical of communities attracting new residents, the cost of housing in Durango and the surrounding area can be high, although home prices vary dramatically depending on location. While in Durango proper and the surrounding resort developments, homes

can be quite expensive. Prices tend to be more moderate in the more rural areas and in neighboring towns within the county.

For many the decision to live in Durango is made as part of a commitment to pursue a passion; be that a sport, a business, family style or an active retirement. Living in Durango, as in many areas, can be quite a paradox. The desire for isolation vs the desire to get somewhere quickly, the passion of living here vs the cost of living here. But be assured, for the majority of the people that choose to live here, they do so because they love it.

Supplemental Questions:

- 1) What is one thing in your recent experience you tried that did not work and what did you learn from it?
- 2) Describe your experience managing or developing homeless services, programs and partnerships.
- 3) Describe your supervisory experience.
- 4) Describe your experience in leading or managing public process and community collaboration in a public setting.
- 5) Describe your experience in applying for and receiving grants.

To apply please submit the following to: info@mannasoupkitchen.com or Manna, PO Box 1196, Durango, CO 81302

1. Cover Letter
2. Resume
3. Three (3) references
4. Answers to the supplemental questions

Please, no phone calls or walk-ins.