

Prescott (AZ) Meals on Wheels
1280 E Rosser Street, Prescott, AZ 86301
PMOWcares@gmail.com
www.PrescottMealsOnWheels.com

Executive Director

Prescott Meals on Wheels (PMOW) enables adults to maintain independent living with safety and dignity by delivering nourishment, care and compassion.

Prescott Meals on Wheels provides:

1. A nutritious, freshly prepared meal daily
2. A wellness check
3. Precious moments of companionship
4. Community resource referrals

PMOW enjoys an unbroken fifty year history of service to the communities of Prescott and Prescott Valley. PMOW has a clean balance sheet, a substantial financial reserve, a large and dedicated volunteer cadre and a committed Board. The organization is highly regarded in the community and has wide local name recognition. PMOW has experienced a 40% increase in demand for service this year and is on track to serve a record 100,000 meals through home delivery and the on-site dining facility.

The Executive Director (ED) is responsible for the overall operation of the organization and works closely with the Board of Directors, a staff of ten and 200 volunteers to actualize the mission.

Principle Duties and Responsibilities

- I. Manage the Organization:** Display superior organizational and managerial abilities; delegate responsibilities and tasks; establish an environment that leads to continuous improvement; implement the 2023 strategic plan; give and receive feedback; manage risk by establishing policies and procedures to prevent safety and legal issues; stay abreast of laws affecting non-profit operations; sign contracts; hire consultants as appropriate; hire, develop, evaluate, retain or terminate staff.
- II. Oversee Finances and Compliance:** Manage the budget process to ensure effective use of resources; ensure sound accounting practices; anticipate financial challenges; engage staff with budgeting process to promote understanding and buy-in; produce or oversee all reporting requirements.
- III. Manage Service Delivery:** Structure the organization to achieve integration, cooperation and efficiency; insist on accountability by seeking assessments of client satisfaction, workplace morale and donor satisfaction; assemble an effective team; create a passion for excellence among staff and volunteers; encourage and support staff success; acknowledge contributions; observe personnel and human resource policies and best practices; ensure excellent customer service; provide superior support and acknowledgment to the volunteer cadre.

IV. Board Relations: Attend and provide support for all meeting and committee meetings as appropriate; report to the Board regularly and as needs arise; engage the skill set of individual members; impel members to greater service; be cognizant of the need for additional Board candidates.

V. Resource Development, Marketing, Public Relations: Demonstrate a passionate commitment to the organization to staff and the public; foster a culture of philanthropy among Board, volunteers and staff; communicate a compelling vision and organizational purpose; work with development staff and the Board to secure contributions for PMOW's mission and vision; oversee marketing materials development and distribution; serve as the primary spokesperson for PMOW to the community, media, and other entities.

Minimum qualifications

- Bachelor's degree
- Five or more years of senior management experience
- Alternatively, any combination of education, training, and experience that demonstrates the ability to perform the position's duties

Preferred qualifications

- Experience working in a social service organization
- Marketing, public relations, and fundraising experience that displays an ability to engage a wide range of stakeholders
- Strong written and verbal communication skills
- Past success working with a Board of Directors

Application to include CV, Statement of Interest
Application Deadline: April 14, 2023
Applications accepted at: PMOWcares@gmail.com

Position available July 1, 2023
Benefits package
Relocation allowance
Salary: 100,000+ DOE