



Executive Director Job Description

Culinary Angels

Culinary Angels is a mostly volunteer, non-profit organization that provides nutrient-rich meals and nutrition education to people going through a cancer challenge, as well as to their caregivers. Meals are delivered at no cost throughout the Tri-Valley area in Northern California.

Position Summary

The Executive Director is responsible for the overall management of the organization, ensuring the business operations are managed efficiently and effectively to meet the defined strategic business goals. The role serves as a leader, in collaboration with the Board of Directors, in the development of strategic objectives which align and support the organization's mission and vision.

The Executive Director hires and directs staff and volunteer resources in the daily operations and serves as the spokesperson to external stakeholders including donors, government agencies and the public. The Executive Director is responsible for upholding the integrity of a 501(c)(3) designation which includes, but is not limited to, management of programs, financial oversight, government compliance, and both increasing and developing sustainable revenue.

This role is accountable to the Board of Directors. Annual performance will be evaluated against the achievement of the defined strategic objectives.

Key Responsibilities

Operational Management & Development

- Collaborates with the Board in setting strategic direction through the development and implementation of strategic and fundraising plans.
- Ensures staff compliance with all applicable laws, internal policies, and procedures, and financial standards.
- Reporting of annual BOD Conflict of Interest.
- Develops meaningful and productive relationships with Board members, staff members and volunteers.
- Provides the Board members with the materials supportive of serving as Brand Ambassadors including for outreach messaging and transparency to financials.

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- Conducts annual performance reviews for direct reports and key volunteers.
- Develops and presents an annual and projected three year budgets for Board approval. Provides overall management of the fiscal operations, ensuring the regular evaluation and reporting of budget results and the preparation of cash flow projections.
- Ensures that systems are in place for the timely and accurate management of financial practices, fundraising outcomes, and donor tracking.

Planning & Execution of Programs

- Reports on Key Performance Indicators (KPIs) at board meetings.
- Plans, organizes and oversees the daily operations and activities of the organization in accordance with Board approved metrics.
- Provides leadership, and serves as a partner to the Board of Directors and staff, and a Liaison to community partners in developing programs and organizational practices.
- Drives the execution of the organization's priorities, goals and objectives and those policies authorized by the Board.
- Ensures adherence to approved budgets at the committee and program level.
- Serves as an active partner and collaborator with all committees in identifying and implementing programs which meet both short and long-term objectives.
- Develops and executes new programs aligned with the mission as approved by the Board.

Outreach

- Establishes partner relationships with relevant organizations throughout the service area and utilizes those relationships to strategically enhance Culinary Angel's mission.
- Serves as the principal point of contact for the organization, utilizing board and committee members as needed.
- Serves as Culinary Angels' spokesperson and communicates vision to the organization's stakeholders, the media and the general public.
- Oversees marketing development, strategy, outreach, and other communications.
- Takes an active approach in the cultivation of major donors, gift solicitations and planned giving.
- Works with consultants and vendors to support the mission of the organization.

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- Partner and/or collaborate with the CA Founder as appropriate.

Key Qualifications

- Seasoned non-profit executive with 5+ years of progressively responsible management and organizational leadership and/or relevant business experience.
- Affinity and passion for the mission of supporting individuals going through a cancer challenge through the benefit of nutrition.
- Ability to bring visionary new ideas supporting organizational growth and development.
- Demonstrated success in operations and project/program management.
- The ability to express a clear financial picture of the organization to internal and external stakeholders.
- Demonstrated experience with progressively increasing fundraising and development in areas of individual giving, major donor work and planned giving.
- Strong verbal and written communication skills.
- Experience managing and motivating staff and volunteer teams in both remote and on-site environments.
- Ability to communicate effectively with donors and sponsors, healthcare partners, media, and all stakeholders.
- Public relations and marketing experience.
- Minimum Bachelor's degree.
- Non-Profit management training is a plus.
- Proficient in MS office products, and a working knowledge of donor management systems, QuickBooks, and Human Resources software.

Additional Attributes

- Strategic and thoughtful in pursuit of moving the organization forward
- Able to convey purpose, articulate the mission and advocate for our recipients
- Highly organized with a strong entrepreneurial drive
- An effective communicator possessing exceptional interpersonal skills
- Reliable, trustworthy, and ethical
- Able to work collaboratively
- Conscientious, heart-centered and able to value those who donate their time to our cause
- Compassionate about those going through a health challenge.