

Meals on Wheels Diablo Region seeks their new Executive Director (E.D.) Meals on Wheels Diablo Region (MOW Diablo Region) seeks an experienced, innovative, and compassionate leader to guide MOW Diablo Region in our next stage of growth and development in serving older adults in Contra Costa County. With the growing needs of aging seniors, we need a strategic, visionary, and energetic leader who is committed to understanding the current and future needs of the older adults we serve. This position must exemplify and set the tone for the professional culture needed to provide high-quality services to our geographically large and diverse community. This experienced leader will balance staying connected to the work of the staff, being the face of the organization in the community, and shaping the long-term vision of the agency. The ideal candidate will be able to inspire and engage people throughout the organization: volunteers, staff, community partners, funders, and board.

As the public face of MOWDR, the E.D. will promote the organization’s mission and educate the community about the needs of our clients. It is equally important that MOW Diablo Region’s leader be excited to learn from and collaborate with our exceptional community partners. In this role, the E.D. will also have an important role in sustaining, developing, and nurturing support from individual and grant funders. Ideal candidates will also demonstrate the ability to oversee the critical business functions for the organization, including finance, HR, legal compliance, and program oversight. With an interest in organizational development, the new leader will ensure that the organization has the infrastructure and staff support to hold the programs to a high standard of service for our clients.

About Meals on Wheels Diablo Region (MOW Diablo Region)

MOW Diablo Region’s mission is to enhance the lives of older adults by delivering healthy meals and providing an array of supportive services that empower seniors to live independently, safely, and with dignity. With over 50 years of service to Contra Costa County, we are well-known for offering high quality services to 8,600 vulnerable older adults annually. We have a dedicated staff of 65, who work with over 500 committed volunteers. Trained staff and volunteers make a holistic assessment of our clients’ needs and connect them with a network of support services; ranging from nutrition to social interaction to fall prevention to health and wellness activities. Our unique supportive services offer more than a meal – they offer a complete set of seniors’ needs to keep them in their home. For more information, please go to our website: mowdr.org.

The organization is healthy financially, with an annual budget of \$6 million; a robust operating reserve; and significant assets, including owning our administrative building in Walnut Creek. We are able to accomplish and sustain our essential community services because of substantial support from state and local government agencies, community partners, foundations, and generous individual donors.

Position Description

The Executive Director is the chief executive officer of Meals on Wheels Diablo Region. The Executive Director reports directly to the Board of Directors and accepts responsibility for the organization’s consistent achievement of its mission, the tone for the professional culture of the staff and volunteers, and its financial health.

This is a full-time position, Monday-Friday, requiring some evening and weekend meetings, and is primarily located in the Walnut Creek office. The position also requires regular offsite meetings with board members, donors, and community partners, among others.

RESPONSIBILITIES

Leadership and Management (40%)

- Lead the Management Team including: Director of Development & Community Relations; Director of Programs, Director of Human Resources, Director of Finance; and Director of Administration.
- Ensure high quality programming, including a commitment to continual improvement, using rigorous data and a focus on program outcomes.
- Nurture the unifying vision that will bring together MOW Diablo Region’s distinct programs and services, with our team of new and long-term staff and volunteers.
- Inspire and engage board, staff, and volunteers by sharing the vision and nurturing the professional development and collegiality of staff.
- Encourage transparency and input from all levels of the staff.
- Oversee organizational development that adapts programming and the infrastructure that supports it, to ensure high-quality programs to address the growing community need.

Development/Community Relations (30%)

- Represent MOWDR’s mission and vision, and build support from partners, funders, and community members.
- Serve as the face of the organization with community partners, funders, and the general public.
- Maintain and expand a diversified revenue stream from government, private foundations, and individual donors.

Finance and Administrative (20%)

- Lead the development of the organization’s annual budget and oversee the fiscal management to ensure a healthy balance of income, expenses, and operating reserve.
- Oversee fiscal management of government contracts, audits, and other fiscal compliance activities.
- Oversee the critical business functions for the organization, including finance, HR, and legal compliance.

Governance and Strategy (10%)

- Support the Board’s strategic planning process, with significant input from the staff and community.
- Ensure that the organization has a long-range strategy to fulfill its mission through programs, business development, and community outreach.
- Partner effectively with the board to ensure organization’s viability and adherence to the mission.
- Oversee the organization’s execution of the strategic plan.

EXPERIENCE AND QUALITIES

Required

- Senior leadership in nonprofits, or other government or social service organizations.
- Progressive management experience supervising staff in various roles throughout the organization.
- Demonstrated experience leading an organization through change.
- Success in cultivating a variety of funding streams including local and state government, foundations, corporate partners, and individual donors.
- Experience developing a strong partnership with a Board of Directors.
- Oversight responsibility for complex nonprofit budgets.
- Experience overseeing the nonprofit business functions, including finance, HR, legal compliance, and program oversight.
- Passion and commitment to MOWDR’s mission.
- Collaborative people skills including empathetic listening, honesty and transparency, clear communication, and flexibility.
- Public speaking experience and skills.

Preferred

- Knowledge of Contra Costa County, including demographics and needs, as well as agencies and foundations.
- Experience working with seniors.
- Senior management experience for complex social service organizations, with a significant volunteer workforce.
- Executive Director experience.
- Experience overseeing a budget of \$2 million or more.

Other

1. Valid California Driver’s License and access to a working vehicle and current automobile insurance (or other demonstrated means of reliable transportation).
2. Ability to clear a criminal background check upon hire.

Meals on Wheels Diablo Region is an equal opportunity employer and does not discriminate on the basis of ethnicity, race, religion, age, gender, sexual orientation, or disability. We enthusiastically encourage all qualified applicants to apply.

Compensation and Hours

This is a full-time exempt, salaried position. Your schedule may vary based on need and could extend into the early evening, with some weekend hours. The exact competitive salary will be determined upon hiring. The salary range for this position is currently budgeted at \$145,000 to \$175,000. MOWDR contributes 75% of the monthly premium for health, vision, and dental benefits for employees. Employees receive up to a 4% matching contribution to 401k with no vesting waiting period. Benefits also include 15 days of PTO (accrued annually), 12 days of paid holidays, and 4 floating holidays.

How to Apply

Please send a single PDF document that includes your resume and a cover letter which describes your interest and relevant qualifications to: EDSearch@MOWDR.org.

Applications will be accepted starting March 28. Early submissions are encouraged. Qualified candidates will be contacted and interviewed on a rolling basis. Due to the anticipated volume of applicants, please do not contact us (by phone, email, or in person) for additional information.