**Grassroots Aid Partnership, a 501(c)(3) non-profit organization**

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| Title: Executive Director |  |
| Reports To: Board of Directors |  |
| Date Updated: 2/23/2019 |  |

**About** [**Grassroots Aid Partnership**](https://www.grassrootsaidpartnership.org/about-us/)

Grassroots Aid Partnership (“GAP”) is a newly formed 501(c)(3) non-profit [Grassroots Support Organization](https://en.wikipedia.org/wiki/Grassroots_Support_Organization) whose mission is to provide healthy food and aid to vulnerable communities in crisis. GAP evolved from an affiliation of individuals, disaster relief organizations and mission-aligned companies that organically came together to “fill the gap” in emergency relief services by being a liaison organization that connects donor resources with grassroots response efforts.

GAP is hiring its first Executive Director to work closely with the Board of Directors to stand-up the new organization and conduct development efforts, among other tasks traditionally required of a non-profit Executive Director.

**Summary of Role**

The Executive Director (ED) is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

The ED will be the organization’s first employee and manager; therefore, the ED is expected to have experience in non-profit management as well as within the mission areas of the organization. The ED will work passionately and collaboratively with GAP’s key stakeholders to build a national network of organizations, and to support communities in need by carrying out GAP’s mission.

The ED will work closely with the Board of Directors to develop a strategic plan for the organization, conduct development efforts to support its growth plan, and will be responsible for hiring and managing staff as directed from time-to-time by the organization’s Board of Directors.

Preference will be given to candidates that have experience in non-profit management, managing disaster-relief efforts and experience with fundraising and coalition building. It should be noted that the ED will be responsible for setting the culture and tone of the organization, therefore the selection committee and Board of Directors will give consideration in the hiring process to candidates that the Board feels is most culturally-aligned with the organization and its stakeholders.

**General Responsibilities**

1. Organization Mission and Strategy: Works with Board and staff to ensure that the organization’s mission and vision are fulfilled through programs, strategic planning and community outreach.

* Responsible for implementation of GAP’s programs that carry out the organization’s mission.
* Responsible for strategic planning to ensure that GAP can successfully fulfill its mission into the future.
* Responsible for the enhancement of GAP’s image by being active and visible in the community and by working closely with other professional, civic and private organizations.

2. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

* Responsible for the fiscal integrity of GAP, to include submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization.
* Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains a positive financial position for the organization.
* Responsible for fundraising and developing other resources necessary to support GAP’s mission, in coordination with and support from the Board of Directors.

3. Organizational Operations: Oversees and implements resources to ensure that the operations of the organization are appropriate and effective.

* Oversees quality and efficiency in GAP’s administrative & field operations.
* Responsible for the hiring and retention of competent, qualified staff as from time-to-time directed by the Board of Directors.
* Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

4. Board Governance: As a non-voting Board member, works closely with the Board in order to fulfill the organization’s mission.

* Responsible for offering support to guide the organization and further its mission as defined by the Board of Directors.
* Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**Essential Duties and Responsibilities**

* Day-to-day administrative tasks.
* Fundraising & Grant-writing.
* Planning and operation of annual budget.
* Establishing employment and administrative policies for internal day-to-day operations of the nonprofit.
* Serving as GAP’s primary spokesperson to the organization’s constituents, the media, and to the general public.
* Establish and maintain relationships with various organizations throughout the country and utilize those relationships to strategically enhance GAP’s Mission.
* Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the Foundation.
* Hire, supervise and collaborate with organization staff and volunteers.
* Strategic planning and implementation.
* Oversee organization Board and committee meetings.
* Oversee marketing and other communications efforts.
* Review and approve contracts for services.
* Advise and inform the Board of Directors of the workload of the Executive Director job itself, providing adequate notice if tasks are completed in time and if additional resources are needed for expediency.
* Other duties as assigned by the Board of Directors.

**Optimal Professional Qualifications**

* A bachelor’s degree
* Transparent and high integrity leadership
* Five or more years senior nonprofit management experience
* Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
* Strong organizational abilities including planning, delegating, program development and task facilitation
* Knowledge of fundraising strategies and donor relations unique to nonprofit sector
* Skills to collaborate with and motivate board members, volunteers and key stakeholders
* Strong written and oral communication skills
* Ability to interface and engage diverse volunteer and donor groups
* Demonstrated ability to oversee and collaborate with staff
* Strong public speaking ability

**To Apply, Please Submit**

* A cover letter stating your specific interest in and qualifications for this position
* A resume that includes education, previous employment and years of service, any publications, and awards received
* No fewer than three (3) professional or personal references

Job Type: Full Time

Salary: $60k. Initial employment contract will be as a 1099 contractor.

Email resumes to: [edjob@grassrootsaidpartnership.org](mailto:edjob@grassrootsaidpartnership.org)