



[Meals on Wheels Mercer County](#)

## CEO JOB DESCRIPTION AND SUMMARY OF SEARCH

### SUMMARY

**Meals on Wheels of Mercer County (MOWMC)** seeks a Chief Executive Officer (CEO) to lead one of the region's most vital and respected hunger relief organizations for seniors. For fifty years, MOWMC has been a valued and dependable source of meals to homebound members of our community. Our mission is about much more than food. Nutritional needs, dietary concerns, and social interaction are all part of the meals on wheels circle of support. Our volunteers and staff all know *the power of a knock*. An experienced staff is complemented by a corps of 350 volunteers who last year delivered 95,000 meals to nearly 600 participants across Mercer County. The work ahead will require a CEO who can bring vision, critical thinking and heart to the position and be a strong, inclusive manager. MOWMC has a 12-member board of trustees and a staff of 8 with a projected 2025 operating budget of \$1.6 million.

The position reports to the Board of Trustees and has a compensation range of \$100,000-\$115,000.

### WHO SHOULD APPLY

Desired job qualifications include a bachelor's degree with relevant experience in nonprofit management, experience working within a social service environment, and an informed understanding of MOWMC's community service area and partners.

### REQUIRED SKILLS

- Seasoned manager and team builder
- Sound fiscal management and proven fundraising skills
- Dedication to MOWMC mission and inspirational leader
- Strategic problem solver and clear decision-maker
- Responsible steward of the organization's reputation and effective partner to the Board
- Collaborative partner to MOWMCs community of donors, funders, trustees, and providers

## WORKING SEARCH TIMELINE

<b>December 30, 2024</b>	Application Opens
<b>January 24, 2025</b>	Application Deadline
<b>By February 7</b>	Semi-Finalist Interviews
<b>By February 21</b>	Finalist Interviews
<b>By February 24</b>	Selection of candidate presented to board
<b>By March 10</b>	Start Date

## SEARCH PROCESS AND APPLICATION REQUIREMENTS

Candidate Opportunity Statement is posted on [Meals on Wheels Mercer County](#). Applications should include the following information. Incomplete applications will not be reviewed.

1. Cover letter discussing your interest and qualifications for the position
2. Current CV/resume
3. Name, address, phone number and email address for three references (We will obtain permission before contacting your references)

**These materials should be submitted online to [Search@Mealsonwheelsmercerc.org](mailto:Search@Mealsonwheelsmercerc.org) before the deadline of January 24, 2025.** Receipt of all applications will be confirmed. Finalists will be invited to meet with the MOWMC board and staff in February. **No calls, please.**

## MOWMC CEO: POSITION SUMMARY, ROLES AND RESPONSIBILITIES

The chief executive officer (CEO) reports to the Board of Trustees. The CEO works collaboratively with senior staff and the board to provide strategic direction, formulate policies, and coordinate operational activities for MOWMC. This role ensures that MOWMC operates efficiently and effectively, with adequate financial resources and internal capacity to provide and deliver meals to all those who qualify in Mercer County and that the meals served to participants are nutritious, diet appropriate and prepared in compliance with all applicable regulatory agencies.

### **CEO/Board Partnership**

- Maintains a healthy, productive relationship with the Board Chair through open communication and regularly scheduled meetings.
- Partners with the Board of Trustees to implement policies and procedures for the agency.
- Prepares timely information for distribution in advance of Board meetings and ensures all board members receive their packets well in advance of scheduled board meetings.
- Identifies the appropriate staff liaison for each board committee.
- Prepares and presents regular board reports concerning agency activities, expenses, budgets, government statutes or rulings, or other items affecting businesses or program services.
- Works with the Governance Committee to support the ongoing strategic development of the board.

### **Operations Management**

- Directs, plans, and implements policies, objectives, and activities to ensure continuing operations, maximize returns on investments, and increase productivity, including but not limited to the implementation of the agency's strategic plan.
- Oversees the timely planning and execution of all revenue-enhancing programs that are managed by MOWMC staff including grant research, proposal deadlines, reporting, acknowledgements, annual direct mail campaign and individual donor solicitations.
- Analyzes operations to evaluate performance in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Directs and coordinates activities related to meal production, pricing, subsidies, and additional and/or new programs.
- Negotiates and approves contracts and agreements with suppliers, vendors, and insurance providers. Communicates with federal, state, or local agencies as they relate to MOWMC.
- Oversees all human resources activities, including the hiring, onboarding, and performance management of staff; approval of human resource plans or activities; and the selection of directors or other senior staff.
- Implements corrective action plans to solve organizational or departmental problems.

**Fiscal Management**

- Prepares the annual MOWMC budget for board approval, as well as those for specific grant applications or implementation of programs. Directs financial and budget activities to fund operations, maximize investments, and increase efficiencies.
- Responsible for financial management that operates within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive fiscal position.
- Coordinates the development and implementation of budgetary control systems, recordkeeping systems, and other administrative control processes.
- Oversees all payroll and bookkeeping activities.
- In conjunction with the Board, facilitates and ensures the completion of an annual audit and subsequently implements auditor recommendations.

**Marketing and Resource Development**

- Serves as the public face of MOWMC within the community by representing the agency at community events, meetings, and conferences.
- Writes articles and contributes substantive content to MOWMC annual report and newsletters, social media and website content.
- Develops strong relationships with all community partnerships to enhance agency operations such as those with managed care organizations and other agencies that serve an aging population.
- Cultivates existing and stewards relationships with individual donors and all funders.

###