



Job Title: Director of Operations – Meals of Joy

Organization Overview: Our non-profit organization is dedicated to providing fresh, hot, nutritious meals, and personal visits to West Valley seniors in need. As a mid-sized non-profit with an annual budget of \$600,000, we have 5 staff members and a dedicated group of over 80 volunteers.

Job Summary: The Director of Operations will provide visionary leadership, strategic direction, and effective management to ensure the success and sustainability of the organization. The Director of Operations will oversee all aspects of the organization, including fundraising, program development and implementation, operations, Human Resources, finance, and community outreach.

Key Responsibilities:

- Develop and implement short-term and long-term strategic plans that align with the organization's mission, vision, and values
- Lead the development and execution of fundraising and development strategies to achieve annual fundraising goals
- Oversee the development and implementation of programs and services aligned with the organization's mission that meet the needs of the target population
- Manage the day-to-day operations of the organization, including financial management, Human Resources, and administrative functions
- Serve as the organization's spokesperson and primary liaison with external stakeholders, including donors, partners, and community members
- Build and maintain effective relationships with key stakeholders, including the Board of Directors, staff, volunteers, and community leaders
- Ensure compliance with all legal and regulatory requirements, as well as best practices in the non-profit sector
- Foster a positive and collaborative organizational culture that values diversity, equity, and inclusion
- Recruit, manage, and motivate a high-performing team of staff and volunteers

Qualifications:

- Bachelor's or advanced degree in a related field (e.g., non-profit management, business administration, social work, food service.)
- 3-5 years of experience in a leadership role within a non-profit organization, with a track record of success in fundraising, program development, and organizational management
- Demonstrated ability to develop and implement strategic plans, manage budgets, and achieve measurable results
- Experience with CRM fundraising software mandatory; Bloomerang CRM preferred; QGiv a plus
- Strong communication skills, including the ability to effectively communicate with a wide range of stakeholders (e.g. Board of Directors, donors, volunteers, staff and community members)
- Knowledge of non-profit laws, regulations, and best practices
- Experience managing and motivating a team of staff and volunteers
- Passion for the organization's mission and commitment to promoting diversity, equity, and inclusion

Salary and Benefits: The salary range for this position is commensurate with experience.

Meals of Joy enhances the life quality of vulnerable seniors and veterans by addressing food insecurities, social isolation and loneliness to help our aging population live a healthy, active life.