



Bloomington Eden Prairie Meals on Wheels Job Opening – PROGRAM DIRECTOR

Job Title: Program Director

Reports To: Board of Directors

Job Type: Part-Time (20 to 25 hours a week)

Pay Range: \$20 - \$25 hourly rate, limited benefits

Summary: Looking for a leader who wants to make a positive difference in the lives of Bloomington and Eden Prairie residents. This person will professionally represent the Bloomington Eden Prairie MOW program to current and future donors, clients, staff, volunteers, board members and the community. The position also involves creating and executing marketing and fundraising efforts. Consider joining our team whose mission is to provide nourishment and friendly support to local seniors and individuals with disabilities.

Essential Duties and Responsibilities include the following:

1. Oversee all aspects of the programs and systems.
2. Supervise the activities of staff including recruitment, hiring and evaluations. Act as backup to all staff positions, including transporting meals to Eden Prairie or to clients if needed.
3. Act as liaison for Eden Prairie Volunteer Coordinators including managing calendars and troubleshooting issues.
4. Act as liaison with Board of Directors and board committees. Attend Board meetings. Assist in member recruitment.
5. Manage and assist with all fiscal affairs of the program including expense and income budgets, grants, and fundraising. Pay bills and maintain paid bills file.
6. Handle public relations & media efforts including social media. Market programs to potential clients and volunteers.
7. Maintain positive relations and interact with appropriate corporations, foundations and community groups including Metro Meals on Wheels and St. Stephen Lutheran Church.
8. Maintain existing donor relations and work to create new opportunities for funding in the community.
9. When necessary, execute the daily office duties, including creating route sheets and kitchen reports, answering phone calls and emails, ordering food, verifying drivers, and inputting/editing client data in Seniors Express as needed.
10. Execute monthly accounting functions, including creating meal reports, providing 3rd party reports to MMOW, accessing 3rd party pay portals and providing meal reports to Financial Director.
11. Order office and kitchen supplies and oversee the maintenance of electronic equipment including oven, refrigerator/freezer, computers, printer, and phones.
12. Update and maintain website with relevant information and new processes as needed.
13. Plan and execute ongoing surveys for clients and volunteers as needed.

14. Maintain records in accordance to records retention policy.
15. Perform other related duties as assigned.

Minimum Qualifications include the following:

- Strong communications skills with the ability to work effectively with management, staff and volunteers.
- Strong interpersonal skills, with ability to deal effectively with a senior population.
- Strong organizational & administrative skills with demonstrated ability to solve problems and think strategically.
- Strong computer skills, proficient in Microsoft Office suite and QuickBooks.
- Ability to recruit, motivate and retain quality staff and volunteers.
- Hands-on budget management skills, including budget preparation and financial reporting.
- Knowledge of fundraising strategies and donor relations unique to non-profits.
- Must be able to work independently without direct supervision.
- At least three years of experience in non-profit administration and management.
- BA or BS degree preferred.

JOB REQUIREMENTS:

The requirements listed are representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Physical demands include standing, sitting, walking, talking, and hearing. No special vision requirements. Work environment is a shared office environment. Employee has the flexibility to work remotely to complete job duties when applicable. Must have a valid driver's license and their own transportation.

Please send application and resume to e-mail at blepmn@gmail.com or mail to Bloomington Eden Prairie Meals on Wheels, 8400 France Ave S, Bloomington MN 55431. 952-835-1665 with questions.