



No More Empty Pots President & CEO Position Description

SUMMARY

The President & CEO leads No More Empty Pots (NMEP) and its staff in a manner that accomplishes and progresses No More Empty Pots' mission: to connect individuals and groups to improve self-sufficiency, regional food security, and economic resilience of urban and rural communities through advocacy and action.

Reporting to the Board of Directors, the President & CEO will have overall strategic and operational responsibility for No More Empty Pots' programming, services, fundraising, expansion, and execution of its mission. The President & CEO will be the administrative head of the organization.

Areas of responsibility include planning and evaluation, policy development and administration, personnel, fund development, and fiscal management. This is a full-time position, hired by and directly accountable to the Board of Directors through its elected Board chair.

As a leader and people manager, the No More Empty Pots' Values of Education, Stewardship, and Sustainability, and Service to Community will guide your decisions. Connection and caring for community is a bedrock attribute of No More Empty Pots. You will listen, learn and serve your team members. You will enable your team to deliver superior business results by constantly learning, reinventing and challenging yourself to do better. You will inspire people to achieve things they never thought possible. To succeed, you must be able to:

- Deliver results by inspiring others and earning trust every day
- Serve others with understanding, respect, and care
- Operate with simplicity, clarity, and transparency
- Deal with and drive change
- Organize, prioritize, and own multiple tasks while meeting or exceeding deadlines
- Learn and apply new technology, and share your knowledge with others

Above all, you will be expected to carry out all your activities with reliability, integrity, and compliance in a safe, environmentally responsible and efficient manner. Your responsibilities:

LEADERSHIP & MANAGEMENT

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize NMEP's volunteers, Board members, event committees, partnering organizations, and donors

- Develop, maintain, and support a strong Board of Directors; seek and build Board involvement with strategic direction for ongoing operations
- Lead, coach, develop, and retain NMEP's high-performance senior management team
- Ensure effective systems to track progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders and other constituents
- Work with senior leadership to recruit, retain and lead quality staff
- Establish evaluation processes for the continued growth of staff

FUNDRAISING & COMMUNICATION

- Expand local revenue-generating and fundraising activities to support existing program operations and regional expansion
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities
- Build partnerships in new markets, establishing relationships with the donors, and political and community leaders

FISCAL

- Develop, recommend, and monitor annual and other budgets
- Ensure effective audit trails
- Approve expenditures
- Provide for proper fiscal record-keeping and reporting
- Submit monthly financial statements to the board of directors
- Ensure the timely preparation and submission of grant applications and funding proposals as appropriate

BOARD RELATIONS

- Develop a strategic plan for NMEP's development with the Board of Directors and input from all directors
- Maintain the strategic plan for NMEP that includes annual programming that supports this plan, updating as needed
- Assist the Board chair in planning the agenda and materials for Board meetings
- Initiate and assist in developing policy recommendations and in setting priorities
- Facilitate the orientation of new Board members
- Work with the Board to raise funds from the community
- Support and partner with Board committees as appropriate

QUALIFICATIONS

The President & CEO will be thoroughly committed to NMEP's mission. All candidates should have proven leadership, coaching and relationship management experience. Specific requirements include:

- Advanced degree in a related field or 10 years of experience
- At least 7 years of senior management experience
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Experience in fund development
- Past success working with a Board of Directors with the ability to cultivate existing Board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- *(Preferred)* Track record of effectively leading and regionally and/or nationally scaling a community development-based organization and staff with the ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.

CORE COMPETENCIES

Instills Trust

Gaining the confidence and trust of others through honesty, integrity, and authenticity.

- Follows through on commitments
- Is seen as direct and truthful
- Keeps confidences
- Practices what he/she preaches
- Shows consistency between words and actions

Drives Vision & Purpose

Painting a compelling picture of the vision and strategy that motivates others to action.

- Talks about future possibilities in a positive way
- Creates milestones and symbols to rally support behind the vision
- Articulates the vision in a way everyone can relate to
- Creates organization-wide energy and optimism for the future
- Shows personal commitment to the vision

Plans & Aligns

Planning and prioritizing work to meet commitments aligned with organizational goals.

- Sets objectives to align with broader organizational goals
- Breaks down objectives into appropriate initiatives and actions
- Stages activities with relevant milestones and schedules
- Anticipates and adjusts effective contingency plans

Communicates Effectively

Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

- Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels
- Attentively listens to others
- Adjusts to fit the audience and the message
- Provides timely and helpful information to others across the organization
- Encourages the open expression of diverse ideas and opinions

Drives Engagement

Creating a climate where people are motivated to do their best to help the organization achieve its objectives.

- Structures the work so it aligns with people's goals and motivators
- Empowers others
- Makes each person feel his/her contributions are important
- Invites input and shares ownership and visibility
- Shows a clear connection between people's motivators and the organizational goals

Demonstrates Self-Awareness

Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.

- Reflects on activities and impact on others
- Proactively seeks feedback without being defensive
- Is open to criticism and talking about shortcomings
- Admits mistakes and gains insight from experiences
- Knows strengths, weaknesses, opportunities, and limits

HOW TO APPLY

Send a cover letter, resume and a list of three professional references with "President & CEO" in the subject line to magan@nextrcinc.com.

SALARY

\$130K - \$155K

BENEFIT INFORMATION

Benefits include health, dental and vision insurance, life insurance, short and long-term disability insurance, retirement plan, paid holidays and vacation leave, resources to support professional development, and a flexible work environment.

PHYSICAL DEMANDS

The employee must be able to use a computer and perform routine office and clerical tasks. Ability to type from written material, read from a computer monitor and engage in video conferencing is required.

POSITION TYPE AND EXPECTED HOURS OF WORK

The President & CEO is a full-time permanent position whose responsibilities include office time, participation in programs and stakeholder meetings that may occur before or after office hours and on the weekends. A flexible schedule is expected.

TRAVEL

Limited, occasional travel related to relevant industry conferences or events needing NMEP leadership representation.

OTHER DUTIES

The role of President & CEO demands a dynamic person whose duties, responsibilities and activities may change or new ones may be assigned as response to community needs.

EQUAL OPPORTUNITY POLICY

At No More Empty Pots, everyone matters and everyone has a voice. We are committed to providing an environment of mutual respect where equal opportunities are available to all applicants and team members, and the decisions will be based on merit, competence, performance, and business needs.

We are proud to be an equal-opportunity employer. We do not discriminate in our employment practices, volunteer opportunities, or the delivery of programs or services on the basis of race, color, religion, creed, national origin, aboriginality, ancestry, marital status, sex, sexual orientation, gender identity, or expression; medical condition or physical or mental disability if the employee can perform the essential functions of the job with or without reasonable accommodation; pregnancy, genetic information, veteran status, age, political affiliation, or any other non-merit characteristics protected by law or not.

The preceding position description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this position. The description, duties, functions and responsibilities are subject to change at the discretion of No More Empty Pots.