

Welcome Table, Inc.

JOB POSTING

Executive Director

Address: 1941 Webberville Road, Austin, TX 78721

Earliest Start Date: September 1, 2020

Application Due Date: July 31, 2020

Full-time Equivalent: .50 (20 hours/week)

Reports to: Board of Directors

About Us

Welcome Table, Inc. is a non-profit organization that was established in 2011 by parishioners of St. James' Episcopal Church. Our mission is to increase access to education and wellness for children, families and elderly neighbors in our east Austin community. In partnership with local schools and other nonprofit organizations we offer programs and resources intended to bring people together for learning, inspiration, sustenance and friendship. Welcome Table offers two programs: (1) Freedom Schools® - Austin, a proven, effective enrichment program for elementary-aged scholars from predominantly working-poor families who often have lagging test scores, and (2) Neighbor 2 Neighbor, a community-based program that provides hundreds of families and seniors in need with food, basic needs assistance and caring community.

Position Summary

The Executive Director provides vision and leadership to guide the daily management of Welcome Table. This person is responsible for strategic planning, maintaining vibrant working relationships with staff and stakeholders, and developing partnerships that support our goals. We are searching for a person who is familiar with missional work that is grounded in church communities. This person is a community builder who seeks justice and compassion that enhances understanding and cooperation among our diverse communities. The Executive Director integrates these ideals into all facets of operations at Welcome Table, giving voice to the mission of the organization.

The Executive Director preserves and promotes the strategic vision of the Welcome Table, ensuring that measurable progress is made towards accomplishing the mission and goals of the organization. The Executive Director leads Welcome Table's fundraising activities, builds long-term relationships with friends and funders, and helps acquire resources needed to accomplish our long-term goals.

Essential Job Functions

Leadership 25%

- Lead Welcome Table in a manner that supports the organization's mission.
- Oversee and align organizational management and operations with the oversight and planning provided by the Board of Directors.
- Cultivate team leadership, activate staff and support high-functioning operations teams.
- Fluently speak the language of Welcome Table's mission and align it to the goals and interests of the organization's constituents, stakeholders and partners.
- Oversee the details necessary to provide the structure for the successful implementation and advancement of Welcome Table programs.

Community Relations 25%

- Stay informed of, articulate, and represent the interests of the communities that Welcome Table serves.
- Be a spokesperson for and navigate the communities that Welcome Table is engaged with.
- Promote a positive image of Welcome Table to the communities it serves, the media, community members, current and potential funders, and other audiences.
- Build and foster partnerships with other service-providers, non-profits, community organizations that bring value to Welcome Table.

Fund Development and Marketing 15%

- Build a sustainable, long-term resource plan that supports Welcome Table's future growth and partnerships.
- Forge relationships with a broad spectrum of funding sources including corporations, public and private grant funders and individual donors.
- Monitor progress of strategic fund development goals and reports on progress to the Board.
- With the Board, set annual revenue targets for funding from grants, foundations, private philanthropy.
- Develop annual marketing plan.
- Direct, review, approve and/or implement external marketing collateral.

Human Resources 15%

- Supervise, coach, and empower four (4) Welcome Table staff members.
- Oversee the recruitment, hiring and training of staff.
- Oversee volunteer management.
- Identify best practices in human resources management and facilitate continual improvement of internal systems.
- Ensure compliance with all state and federal employment policies and regulations.
- Conduct annual performance evaluations for supervised personnel and guide staff to meet performance standards.
- Make recommendations to the Board regarding personnel policies.

Program Oversight 10%

- Monitor, evaluate, and report outcomes.
- Evaluate program outcomes and success towards meeting identified goals.
- Ensure Welcome Table's compliance with fiscal and programmatic requirements and activities.

Budget and Financial Management 10%

- Guide the annual operating budget process in collaboration with the Board, ensuring alignment with strategic plan priorities
- Implement the annual operating budget to accurately reflect the financial condition of the organization.
- Monitor the annual operating budget to ensure all operational initiatives are within budgetary limits and in compliance with funding requirements
- Ensure maximum resource utilization.

REQUIRED QUALIFICATIONS

- Bachelor's degree or equivalent work experience.
- 3-5 years demonstrated leadership and management experience in social services, ministry, or in service of underserved populations.

- 3-5 years of experience administering direct services and programs to underserved populations.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Successful track record raising funds and nonmonetary resources from individuals, foundations, corporations and/or other grantmaking sources.

RECOMMENDED QUALIFICATIONS

- Experience working with boards, donors, funding institutions, public officials, etc.
- Proven experience in leadership, human resources management, fiscal management, and public relations.
- Experience mobilizing, leading and collaborating with volunteers.
- Proven ability to formulate short and long-range and strategic plans.
- Awareness of one's own cultural identity, an understanding of difference.
- Ability to learn from co-workers, community neighbors, and program participants about how to support and promote racial and social justice.
- Excellent written and oral communication skills; strong organizational, computer and digital skills.
- Strong work ethic with a high degree of energy.

SALARY

\$32,500 Part-time Salary (.5 FTE)

To Apply: Please send a cover letter, resume and 3 references with their contact information to Jorge Villafaña, Welcome Table Search Committee, at Villafana.J@welcometableaustin.org by July 31, 2020. No phone inquiries please. Welcome Table, Inc. is an equal opportunity employer.