



POSITION TITLE: Executive Director

REPORTS TO: Board of Directors

Hours: Full time

DEPARTMENT: Administration

EFFECTIVE DATE: September 2021

Salary: Exempt \$90,000 - \$140,000

SUMMARY:

PROP is seeking an experienced Executive Director (ED) to join an innovative and passionate nonprofit team. We take pride in working within our values of compassion, integrity, and respect. We support an inclusive and collaborative culture of professionalism with flexibility and a space for fun. Given our team's size, we can be flexible and agile in changing our programs and services to meet the changing needs of our client base and community.

PROP is looking for an ED who has a passion for our mission to feed, nourish, and strengthen our community. This person should excel at building strong relationships, both internally and externally, cultivate a culture of compassion, integrity, and respect, and lead the organization with long-term innovative strategies and implementation plans. The ED will promote and encourage staff and volunteer development, demonstrate team-leadership and be open, self-reflective, flexible, and transparent.

The ED provides leadership to the Board regarding community trends, development, and program opportunities. The ED supports the Board including board engagement, recruitment, committee work, and ensures the Board has the tools and information needed to fulfill its responsibilities.

This individual will oversee a \$2.4 million annual operating budget (\$1 million of this is in-kind) and will need to have business acumen to directly oversee finance, operations, and human resources.

PROP Food Shelf is a nonprofit that has been caring for our neighbors in need for 50 years. Today, we help 1,000 Eden Prairie and Chanhassen families in financial distress meet their basic needs while providing additional services to help them on a path toward self-sufficiency. PROP strengthens the community through their food shelf, housing & emergency financial assistance, employment counseling, and other services.

Position Responsibilities:

- Organizational leadership and management
- External community building and philanthropic relationships
- Board and committee leadership
- Direct planning and management of financial, operations and Human Resources
- Staff leadership, development and coaching

- Strategic planning and execution
- Internal and external communications
- Compliance oversight
- Support and advocate with and for those in need of basic needs such as food and housing

EXPERIENCE AND QUALIFICATIONS:

- Three to five years executive management experience
- Leadership, including financial oversight, working with non-profit organizations
- Ensure a workplace that demonstrates a high degree of support for diversity and inclusion, and demonstrates PROP's core values: compassion, integrity, respect
- Demonstrated experience with Board of Directors and committees
- Excellent communication skills: Both verbal and written
- Demonstrated experience managing profit and loss budget
- Demonstrated experience in hiring, leading, supervising, and mentoring staff
- Ability to develop and maintain cooperative relations with diverse individuals, organizations, and government agencies.
- A commitment to individual and organizational learning with an orientation toward cultural humility and curiosity.
- Bachelor of Arts required; Masters degree or equivalent experience preferred.

PROP PERKS:

Generous paid time off and holidays
 Health and Dental Insurance
 Simple IRA Plan
 Life and short & long-term disability insurance
 Employee Assistance Plan

HOW TO APPLY: Qualified candidates should submit a cover letter and resume outlining qualifications, experience, and references to careers@propfood.org. Applications will be screened as they are received, and the position will be filled when the best candidate is identified. Applicants should specifically address the required experience in detail for consideration. No phone calls, please.

Physical Requirements: This position works in an administrative office environment that is ADA compliant. Office hours are generally 8:00 a.m. to 4 p.m., with scheduling adjustments to accommodate program fulfillment. Some Wednesday evening shifts are required (3:00-6:30). Qualified candidates must be able to remain in a stationary position at least 50% of the time; the person in this position must operate a computer keyboard and other office machinery, such as a copy machine, printer, and telephone. The person in this position frequently communicates with staff and vendors and must exchange accurate information verbally, in writing, and by phone.

Equal Opportunity Employer: It is the policy of PROP to provide an equal employment opportunity to all individuals. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy and believe in the concept and spirit of the law. It is

the policy of PROP to comply with all applicable laws that provide equal opportunity to all employees or applicants for employment without regard to race, color, creed, religious belief, gender, sexual orientation, national origin, age, marital status, status with respect to public assistance, disability, age, military status, genetic information, familial status or any other characteristic protected by applicable federal or state law.

People of color and people from other underrepresented communities are strongly encouraged to apply.

PROP maintains a policy that all staff and volunteers must be fully vaccinated.

Learn more about PROP at www.propfood.org