



Des Moines Area Religious Council
Position Description

Chief Executive Officer

Reports to: Board of Directors
Directly Supervises: Development Director, Food Pantry Network Director, Office Administrator
Status: Full-Time
FLSA: Exempt

Job Purpose:

The Chief Executive Officer of the Des Moines Area Religious Council (DMARC) and is responsible for executing the mission of DMARC by building strong relationships with key stakeholders and partners in the Greater Des Moines area, managing effective programs, and overseeing the work of the organization and its staff.

Essential Functions:

1. Keep DMARC's mission at the center of staff and board work
2. Maintain a staffing design that supports DMARC's mission, including hiring, supervising, evaluating, and terminating key staff and overseeing performance management of all staff
3. Promote an organizational culture that reflects DMARC's values
4. Exercise responsible financial and risk management of DMARC's assets, including:
 - a. Budgeting
 - b. Ensuring timely financial reports and audits
 - c. Ensuring adequate operating reserves
 - d. Ensuring proper governance of investments and restricted funds
5. Ensure operational effectiveness of major business systems such as inventory, financial, donor, and volunteer software
6. Build relationships with key individual and institutional DMARC donors and ensure effective fundraising
7. Ensure DMARC's compliance with DMARC policies and with all relevant ethical, legal, and regulatory requirements
8. Engage the board and staff in a continuous planning process that ensures that DMARC's day-to-day activities align with its mission, priorities and strategic plan
9. Develop future leaders within DMARC's board and staff
10. Provide for both planned and unexpected executive transitions
11. Sustain and expand DMARC's existing network of congregational and collaborative partners
12. Serve as primary public advocate for DMARC's work
13. Ensure the quality and effectiveness of DMARC programs
14. Support DMARC's Board of Directors in its work

Skills and Qualifications

S/he will have the following skills and qualifications:

1. Experience in creating and executing strategic plans for nonprofit organizations
2. Experience in managing nonprofit programs focused on meeting basic human needs
3. Experience working with a board to develop and execute annual goals and objectives
4. An understanding of and respect for each of the diverse faith traditions in the Greater Des Moines community
5. Public speaking and communication skills
6. Fund development
7. Management experience with full-time staff and volunteers
8. Exceptional organizational and time management skills
9. Budget development, management skills and financial acumen related to non-profit organizations (planning, analysis, IRS 990)
10. Ordination or degree in the areas of theology, religion, or divinity is preferred
11. Able to use Microsoft Word, Excel, Outlook, and PowerPoint effectively

Core Competencies:

1. Fundraising: Thinks innovatively about new sources for funding the mission of the organization; is willing and able to ask others to contribute financially
2. Strategic Management: Is future oriented and can visualize the larger picture of where the organization is heading; identifies and prioritizes strategic objectives that are consistent with the vision of the organization; creates effective breakthrough objectives to carry out strategies; balances risk with desired outcomes.
3. Process Management: Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration
4. Hiring and Staffing: Identifies new talent; attracts and hires the best people; clearly defines the essential functions and core competencies of a role before hiring; is not afraid of selecting strong people; does not discriminate in hiring practices; seeks to strengthen the team through the addition of diversity.
5. Teambuilding: Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.
6. Staff Management and Supervision: Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes the workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.
7. Decision Making and Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms and causes; decides in a timely manner based upon a blend of research, experience,

risk-taking and judgment. Utilizes pantry usage data to inform community leaders of the pantry usage by geographic area.

- 8. Organizational Knowledge:** Knowledgeable about how organizational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers are and plans his/her approach accordingly.
- 9. Change management:** Seeks organizational innovation with a purpose; leads others in innovative activity; identifies alternatives to status quo and advocates system changes when barriers to change are identified; accepts the mistakes and turns them into learning opportunities
- 10. Collaboration:** Builds collaboration between local government, state government and other community organizations in developing programs to address food insecurity and other related issues (poverty, affordable housing, education, etc.)