

## **SEEKING PART-TIME, WORK-FROM-HOME, EXECUTIVE DIRECTOR FOR LOCAL NON-PROFIT**

Neighbors Driving Neighbors (NDN) is a non-profit organization that works to make central Maine communities a place where people of all ages are able to enjoy meaningful lives while living in their homes. We provide free transportation for adults for errands, exercise sessions, classes, medical appointments, shopping, socialization or volunteering for the residents of Vienna, Fayette, Mount Vernon, Belgrade and Rome.

A "Spirit of America" winning yet small non-profit organization with two part time staff and a volunteer Board, NDN makes up to 500 rides and errands annually, made possible by our volunteer drivers as well as the support and generous donations from over local residents and grants from the JT Gorman Foundation, Kennebec Savings Bank, the Maine Community Foundation, the United Way of Kennebec Valley and others.

We are seeking an Executive Director (ED) to manage the day-to-day operation of the organization. The ED reports directly to the Board of Directors, works closely with the Board Committees, and supervises the Ride Coordinator and fills in for her/him when needed. The ED advocates for the organization's purpose and services to outside organizations and the public, and identifies and pursues fund-raising opportunities, including grant proposals and management. The ED will also work closely with the treasurer and bookkeeper to develop and administer NDN's budget.

The successful candidate understands the role and expectations of the ED role in a small, volunteer-based, non-profit organization, is able to strongly identify with NDN's mission and purpose, works independently, and is able to work from home and travel regularly to/from and within the communities served by NDN.

We offer an opportunity to make a difference for local residents, working with a broad set of stakeholders, and a diverse set of tasks. The role comes with a significant amount of flexibility to make it your own.

### **The candidate:**

- Must possess bachelor's or higher degrees.
- Has successful experience in administration, financial development, program development, fund distribution, budgeting, community resource development, collaboration and networking, problem solving, public relations and communication, grant writing, personnel administration, recruitment, training and supervision of volunteers and staff in the private, non-profit sector.
- Is experienced in using electronic scheduling, emails, calendars, word processing, spread sheets, and presentation software.
- Has prior knowledge of, or willingness to learn Little Green Light, NDN's ride scheduling software and QuickBooks.
- Demonstrates excellent verbal and written communication skills with all potential riders, drivers, other volunteers, municipal offices, other service providers, funders and the public.
- Has experience working with and for a volunteer Board of Directors.
- Is able to work from home and travel regularly to/from and within the five communities served by NDN.
- Has compassion and empathy for individuals needing services; patience with those with impairments or different personalities.
- Is willing and able to work with adult (>18) population, who will use NDN services, including seniors, disabled individuals, low-income household riders, and all others who live in the NDN 5- towns unable to drive themselves for whatever reason.
- Is understanding of volunteer needs and constraints.

## **Duties and responsibilities:**

### Program

- Manage onboarding of new drivers and riders
- Maintain strict confidentiality of, and good relationships with riders, volunteer drivers, and community partners on the telephone, email, and in person.
- Share-ride coordination duties when necessary with the Ride Coordinator.
- Assure scheduling coverage of all weekdays, excepting holidays, weekends or nights.
- Maintain best practices to vet, retain, attract, train and recognize compassionate volunteer drivers, the latter to include planning special events for volunteers.
- Oversee transportation record keeping and preparation of periodic reports to Board of Directors.

### Public

- Collaborate and network with others in the community and beyond, inc. town boards, food pantries, NGOs, and others, to help meet needs as they pertain to NDN's mission.
- Maintain relevant professional affiliations and memberships in local, state, and national organizations.
- Maintain a strong and active public presence and perform public relations functions to create and sustain a positive image of the organization in the region.
- Provide public presentations to share the NDN experience with other organizations and communities.
- Design publications including brochures, posters and the annual report.
- Write and distribute press releases and other marketing materials.

### Fiscal

- Propose annual budget and present regular budget reports for Board approval with support of Board Treasurer.
- Monitor income and expenses in cooperation with bookkeeper.
- Prepare or arrange for the preparation of monthly financial reports.
- Prepare grants, including researching, writing, recruiting collaborators and garnering support.
- Grant reporting.
- Make purchases for the organization based on approved budget.
- Assist the Board with fund raising activities including acquisition of new donors, corporate support, and special events.
- Write the annual appeal letter.

### Personnel

- Supervise Ride Coordinator and administer relevant staff policies.

### Board

- Work with the Board President to prepare regular board meeting agenda.
- Attend all board meetings and board committee meetings and actively participate in discussion.
- Assist the Board of Directors in establishing a long-range Strategic Plan for the organization.

- Work with Policy Committee in the creation and revision of policies.
- Work with the Outreach Committee to expand ridership through outreach and publicity.

#### Other

- Participate in continuing professional education, especially in the field of rural transportation systems and best practices, to support volunteer organizations such as ours; and share with Board and staff.
- Assist in retrieving, opening and distributing NDN mail from Mt Vernon PO box according to Policies.

#### **EMPLOYEE STATUS**

- This position is for a part-time employee, paid a fixed bi-weekly rate and working up to 20 hrs/week. NDN will provide a NDN mobile phone and computer to be shared by the ED and coordinator. It will also include a modest allowance for job-related continuing education.
- The employee is not required to work as a volunteer outside the hours that are assigned at hire and negotiated in subsequent salary or hourly changes.
- NDN will reimburse employee mileage (according to the Mileage Policy), reported monthly to the treasurer, for business outside of NDN service area, as well as that for rider intake home visits in-area, at current State of Maine rates. NDN will also provide liability insurance coverage.
- Reimbursement of (out-of-pocket, mileage, or other) expenses per NDN policies and procedures.

#### **EVALUATION**

- Written evaluations and salary setting for the Executive Director by Board, coordinated by the President, will occur annually in late December/early January.

#### **SALARY/BENEFITS**

- Salary range: \$20-\$25/hr depending on qualifications/experience.
- Hours: Up to 20/hrs per week
- Benefits: 1-week annual professional education leave with subsidy; 2 weeks paid vacation upon written approval by the President

**Kindly send your cover letter and CV to neighborsdrivingneighbors@gmail.com with “ED Application” in the subject line by 31 October.**