The Waysmeet Center
Executive Director Job Description

Part-time, 25 hours per week, with potential for expansion

Waysmeet Mission and Description
The Waysmeet Center is a community center, food pantry, and student residential community focused on connecting with each other and making the world a better place. Our mission is to create positive change through direct service grounded in compassion, equity, and social justice in the NH Seacoast and surrounding communities.

Waysmeet is the home of the Cornucopia Food Pantry, which provides food and other support to UNH students, staff, faculty, and their families, as well as community members from many Seacoast towns and surrounding areas. All are welcome and there are no restrictions to accessing food or support.

Introduction
The Executive Director will lead, manage, and guide Waysmeet to ensure optimal mission impact with its community service programs. They will work collaboratively with the part-time Administrative Manager, food pantry coordinator, volunteers, and the Board of Directors. Key duties include expanding fundraising efforts, general outreach and relationship building, and financial management. This position reports to the Board of Directors.

Responsibilities
Operations:

- Plan, actively manage, and oversee the organization's operations and programs and ensure its overall long-term success
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors and Administrative Manager, and carry out plans and policies authorized by the Board
- Oversee eight residents, providing general support and fostering a sense of community and mutual responsibility for the facilities and upkeep of the building
- Participate with a committee in the resident selection process and ensure residents' compliance with the housing agreement in collaboration with the Administrative Manager
- Engage with community partners to support Waysmeet's mission
- Cultivate relationships with UNH and fellow community organizations and other nonprofits
- Potential to supervise several undergraduate or graduate student interns

Finance and Development:

- Ensure the long-term financial stability of Waysmeet through fundraising, donor cultivation, and stewardship
- Drive annual fundraising plan, leveraging the Board as needed
- Actively engage in fiscal management through budget development and oversight; routinely report performance and financial activities to the Board

- Broaden Waysmeet's reach by developing new initiatives to expand awareness of the organization's work

Position Requirements

Required Experience/Qualifications:

- Passion for Waysmeet's mission
- Commitment to approaching work and decisions with an intersectional, social justice lens
- Strong leadership, organizational, interpersonal, decision-making, and financial management skills
- Strong writing and speaking skills to communicate with diverse audiences
- Demonstrated success building relationships, with potential donors as well as partner organizations
- Demonstrated success with fundraising, donor cultivation, and development

Desired Qualifications:

- Experience with nonprofit management and leadership
- Experience with strategic planning and long-term visioning for an organization
- Background in social work or related field
- Community connections, outreach, and organizing experience
- Supervisory experience with supporting staff/volunteers
- Experience working with college students a plus
- Experience with social justice initiatives, or training around cultural competency

A successful candidate will:

- Have persistent optimism
- Have creativity in approaching problems and challenges
- Be centered in a sense of spirit and community
- Have strong initiative

Compensation

Annual salary of $36,000, based on 25 hours per week
Paid time off: Accrual of ten days per year
Other benefits are not offered at this time but may be available in the future.

A regular weekly schedule is desired at least to start, but may vary based on organizational needs such as food basket week. This position will be open until filled with a desired start date in June.

To apply, please email your resume and cover letter as one pdf file to waysmeetjobs@gmail.com, including your name in the subject line. No phone calls please.