

Desert Spring Community Resource Center
Executive Director - less than full-time (25-30 hours per week) salary \$48,000-\$52,000

Desert Spring Community Resource Center (DSCRC) is a nonprofit organization serving Southern Nevadans since 2021. Our mission is to be a community-strengthening partner that connects Southern Nevada neighbors to food, resources, and hope. The DSCRC is an independent, non-religious, non-profit organization housed on the campus of Desert Spring United Methodist Church (DSUMC), which supports the organization with its facility and many of its volunteers.

The DSCRC accomplishes this mission by operating a client-choice food pantry serving an average of 200 families each week and by providing individual care coordination that refers clients to programs and services. DSCRC programs are executed by volunteers, with staff providing training, oversight, and coordination. The Executive Director, in collaboration with the Board of Directors and staff, is responsible for the vitality, health, and sustainability of its programs and the overall organization.

The ideal candidate will be strategic, detail-oriented, and enthusiastic about providing services in an underserved area. Supporting two part-time staff, the ideal candidate is collaborative and innovative in building relationships across diverse community partners and supporters, as well as provide direction for successful program delivery. Guided by DSCRC's core values, the ideal candidate will lead the organization with a commitment to service and respond to the ever-changing needs of the community.

The primary duties of this position will include effectively providing strategic leadership, financial management, staff and programmatic guidance, and building connections with external organizations to support and encourage volunteer opportunities and fundraising.

Position Responsibilities:

1. **Lead Organization Vision and Operations:**
 - Ensures organizational integrity, program results, philanthropic activities, and resource management;
 - Develops, manages, and executes strategic plans, budget, financial plans, and annual staff work plans;
 - Recruits, manages, and develops high-quality and effective staff and contractors, as needed;
 - Serves as the spokesperson for the organization and its initiatives;
 - Ensures that programmatic commitments, financial standards, contractual and legal obligations are met;
 - Supports the Board of Directors to effectively guide the organization.
2. **Organizational Relationships and Growth:**
 - Works with the Board of Directors to develop a long-term vision, inclusive of funding and impact;
 - Brings an entrepreneurial mindset and the capacity to expand successful programs, discontinue ineffective ones, and introduce novel initiatives to serve clients, diversify partnerships, and generate revenue;
 - Works with DSUMC (Pastors, staff, and members) to support the DSCRC, including the church's donation of facilities, access to volunteers, and support through congregational donations.
3. **Support the Execution of Programming and Services:**
 - Adheres to financial and contractual agreements with partners and funders;

Interested applicants should email jobs@dscrc.org with their resume, a cover letter detailing their interest in the position, and a list of 3 references. No phone calls please.

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- Manages grants, invoicing, and reporting;
- Listens to clients, staff, and volunteers about programmatic improvements, emerging needs, and operational adjustments;
- Assess organizational capacity needs to establish staffing plans;
- Manage operational and grant budgets to ensure adequate resources for ongoing operations;
- Writes grants and proposals for funding programs and services;
- Ability (when needed) to work flexible hours to meet community needs, including evenings and/or weekends, and/or provide coverage for staff absences, vacations, and volunteer shortage to ensure the smooth and continuous operation of the pantry and client assistance.

Job Requirements:

- Excellent organizational and communication skills, including the ability to communicate and present to diverse audiences - donors, board members, volunteers, and outside partners;
- Ability to address challenges that arise in day-to-day operations;
- Good time management skills with the ability to prioritize tasks;
- Possesses good judgment in decision-making;
- Ability to adjust and thrive in changing environments, situations, or demands;
- Ability (when needed) to work flexible hours to meet community needs, including evenings and weekends;
- Successfully pass a background check;
- Physical requirements include standing for long periods and lifting up to 50 lbs;
- Must have a valid Nevada Driver's License.

Preferred experience:

- Creating and managing budgets;
- Managing grants, including creating invoices, tracking expenses, and adhering to grant budgets;
- Writing grants proposals and fundraising appeals;
- Working with an active Board of Directors and/or board service;
- Working with Google Workspace, Google Drive, and QuickBooks Online;
- Fostering relationships with local stakeholders, businesses, and community leaders.

Important Qualities:

- Open and inclusive of all people with an enthusiastic and positive attitude;
- Passionate about the mission of DSCRC;
- Professional and welcoming attitude to ensure a positive volunteer experience;
- Communicate effectively with persons from a variety of social, cultural, and economic backgrounds, and display a demonstrated understanding and sensitivity to culturally diverse populations;
- Ability to speak publicly and represent the organization in community and professional settings.

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