

Reporting to: Mary's Meals USA Board of Trustees (with a dotted line to Chief Growth Officer – MMI)

Contract type: Permanent

Working at Mary's Meals

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals is so much more than a career opportunity. We offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

Role purpose

As Executive Director of Mary's Meals USA, you will provide inspirational leadership to the organization and will lead the development and delivery of our organizational growth strategy. Working with your Senior Leadership Team, you will bring an innovative approach to growth across a variety of sectors to grow our movement, raise awareness and funds, on a national scale.

You will bring an entrepreneurial approach to growth, seeking new opportunities and forging new strategic partnerships to support agile growth both nationally and regionally. Working as part of the international Mary's Meals network, you will work in close collaboration with Mary's Meals International, as well as other international affiliates in the furtherance of our mission, as we strive to reach 3 million children by 2023 and 10 million children by 2031.

Key responsibilities & activities

Strategy Development & Organizational Leadership

- Collaborate with the MMUSA Board and MMI's Chief Growth Officer to lead the design and execution of the MMMUSA's growth strategy to ensure the organization can achieve its mission and objectives.
- Collaborate with leaders from Mary's Meals International (MMI) to ensure close alignment across the network.
- Develop and maintain strategic partnerships within the Mary's Meals global movement to enable growth and sustainability.
- Recruit, lead, develop and retain a talented team comprising of staff and volunteers. The majority of the team operates remotely.
- Build and maintain an organizational culture of collaboration, humility and innovation.
- Oversee the implementation of HR policies, procedures and practices that fit with the Mary's Meals global model.
- Oversee the MMUSA Director of Finance and Operations in the development and management of the annual budget and collaborates with the MMI Finance Department for long term strategic planning on revenue.
- Make sound financial decisions, adjusting course as needed, to protect the organization's assets and ensure financial and charitable statutory and regulatory compliance.

Fundraising & Strategic Partnerships

- In partnership with the Director of Development, design and deliver a fundraising strategy for MMUSA focused on our grassroots movement and aligned to MMI's values and approach. This is largely accomplished through the conceptualization and implementation of awareness and fundraising campaigns across the United States.
- Forge new and nurture existing partnerships with various networks—including churches and church networks, schools and universities, and other grassroots communities—with a view to expanding the MMUSA movement.
- Take ultimate responsibility for raising annual revenue.
- Develop and maintain strategic partnerships within the Mary's Meals global movement.
- Oversee the MMUSA Director of Development in the development and expansion of various fundraising activities, including: grassroots, local fundraising groups, schools, churches, grants and foundations.
- Seek out and develop opportunities to grow and increase the existing volunteer network and identify new potential supporters.
- Develop and manage relationships with major donors, foundations, corporations, and government agencies.

Communications

- Oversee the Director of Marketing and Communications to develop and implement MMUSA's communications and media strategy.
- Oversee all communications and serve as a credible and compelling spokesperson for MMUSA.
- Ensure effective and regular communication with all supporters.
- Develop and implement an internal communications strategy for MMUSA staff and volunteers, linked with MMI's internal communications strategy for affiliates.
- Lead the MMUSA Communications Director and MMUSA Development Director in developing and implementing key awareness and fundraising campaigns in the US.
- Adhere to the Mary's Meals branding and trademark licensing agreement.

Finance and Support

- Oversee the MMUSA Director of Finance and Operations, managing, monitoring and reporting on the progress against organizational goals and objectives.
- Take responsibility for the organization's income and expenditure, stability and growth.
- Oversee the preparation of the annual budget and financial plan.
- Provide the board with comprehensive, regular reports on the activities, revenues and expenditure of the organization.
- Lead on the implementation and maintenance of CRM systems and processes for MMUSA.

Board Relations

- Serve as the primary liaison to the Board of Directors: manage, inspire and cultivate the board relationships.
- Facilitate board involvement in the MM fundraising strategy.
- Ensure the Board receives accurate and timely information to make strategic decisions on the development of MMUSA in order to fulfil their governance role.
- Work with the Board Chair to support board recruitment and ongoing board development.

Additional information:

- As part of your role, you may be required to travel to countries where Mary's Meals operates.

Skills & experience required for this role:

- Significant senior management experience in a high performing non-profit organization or for-profit entity.
- Deep commitment to respectfully providing for communities and children in need and to the values and culture of Mary's Meals.
- Significant people management experience in a growing organization with evidence of effectively leading teams through periods of change and transition.
- Experience of revenue generation or fundraising, ideally through grassroots models.
- Demonstrable skills in establishing, developing and nurturing collaborative relationships at all levels
- Engaging and inspiring written and oral communication skills.
- Familiarity with Churches and Christian networks would be advantageous as would the ability to represent MMUSA in faith-based networks with confidence and credibility.
- Highly strategic in outlook, with the ability to analyze, interpret and use data to plan for the future.
- Strong leadership and management skills, with the ability to negotiate, consult and influence at a strategic level.
- Strong experience of managing relationships with senior stakeholders, donor relations, key partners or similar high-level engagements.
- Excellent presentation and public speaking skills.
- Experience of developing, implementing, monitoring and reporting against agreed strategy.
- Experience of representing an organization to key supporters, funders and stakeholders.

Mary's Meals 7S Leadership Competencies:

As a leader within Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I am authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organizational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account

Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I develop strategy and translate it into action
Strengthen	<ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent
Success	<ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for change

Changes to your role:

As our organization evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or the MMUSA board chair, but always in consultation with you. Your job description may also be reviewed as part of your annual PDR process.