



mary's
meals

a simple solution
to world hunger

Recruitment Pack

Executive Director

Mary's Meals USA

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meals

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Thank you for your interest in the role of Executive Director MMUSA. I hope you will find this pack informative and useful in supporting your decision to apply to join our team of employees, which exists to serve a global movement of people who are united around a simple mission; the provision of a daily meal in a place of education for the world's poorest children.

This meal, cooked and served by local volunteers, meets the immediate need of the hungry child and, at the same time, plays a key role in encouraging them into the classroom where they gain an education that can set them free from poverty. Today we serve over 2.2 million children each school day in 20 of the world's poorest countries. This global movement of ours is achieving something wonderful, each meal served is the product of a series of lots of 'little acts of love' carried out by people across many countries who freely give their time, money, skills or prayers and it is through that, that our movement grows.

Our work is named after Mary, the mother of Jesus, and our values and culture are rooted in and shaped by a Christian spirituality. We feel that the way we do things is as important as the end results. Ours is also a universal mission involving people of all faiths and none across the world. Everyone is invited to join and provide their own unique contribution to this work.

With 59 million children out of school around the world and a further 73 million attending school so hungry they're not able to concentrate and learn, our work is only just beginning. Will you play a crucial part in shaping the future of Mary's Meals and with it, the lives of thousands of children across the world?

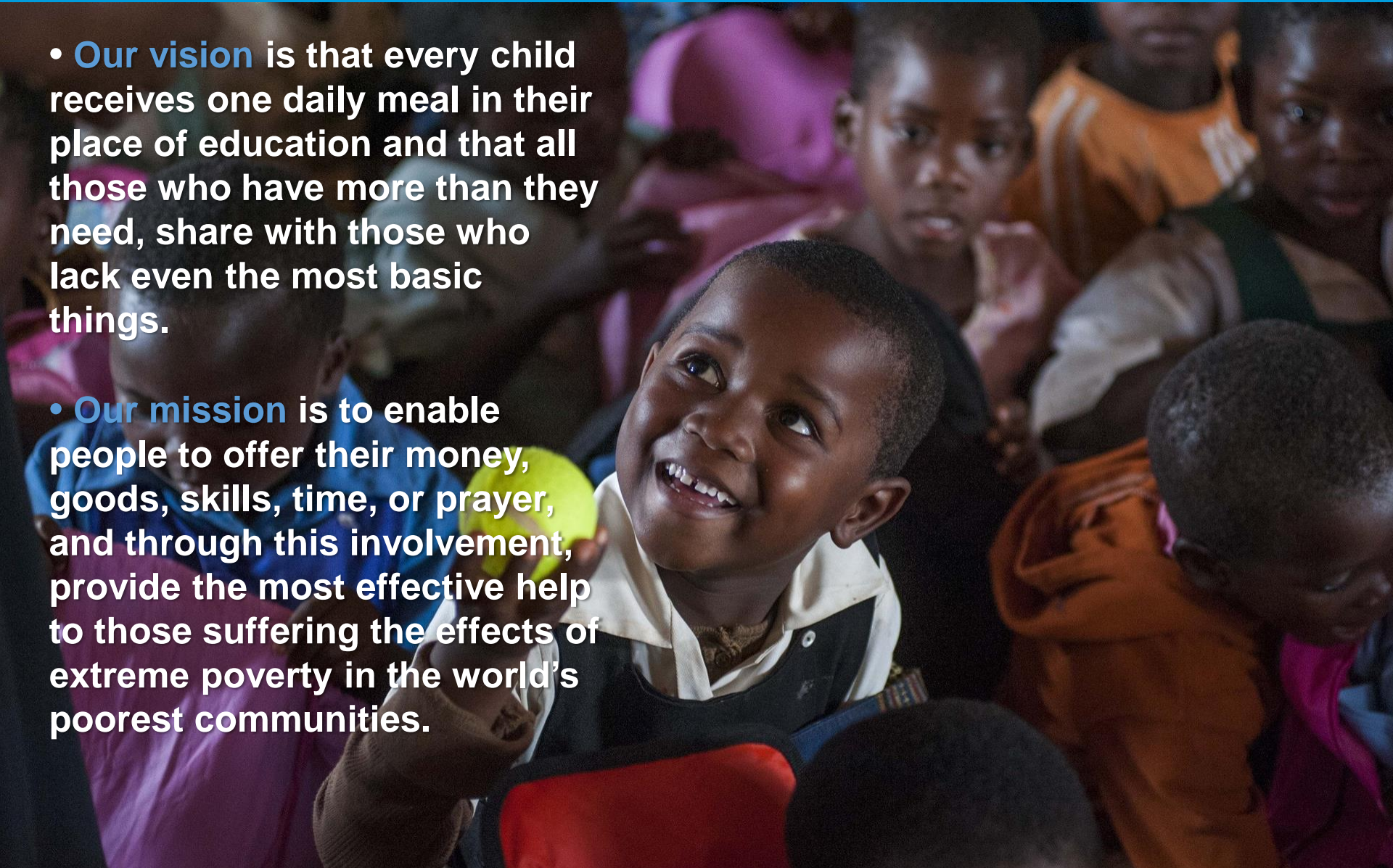
Good luck with your application!

Magnus MacFarlane-Barrow
MMI CEO & Founder of Mary's Meals
Board President MMUSA



Our vision and mission

- **Our vision** is that every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.
- **Our mission** is to enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.





- We have confidence in the innate goodness of people.
- We respect the dignity of every human being and family life.
- We believe in good stewardship of the resources entrusted to us.

View Mary's Meals' full statement of values here: https://www.marysmeals.org/sites/mmm/files/2022-08/Marys_Meals_statement_of_values_0.pdf

This mission was born unexpectedly in 1992, when the MacFarlane-Barrow family, from their home (Craig Lodge Family House of Prayer) in Argyll, Scotland, launched a little appeal to help the people of Bosnia-Herzegovina, who were suffering because of the war there. An outpouring of incredible generosity in response to that first appeal meant that what was supposed to have been a 'one-off' delivery of aid grew into an organisation called Scottish International Relief which over the next 10 years supported various projects aimed at helping the poorest of the poor in several countries.

The Mary's Meals campaign was born in 2002 when Magnus MacFarlane-Barrow visited Malawi during an emergency response to a hunger crisis there and met a mother dying from AIDS. When Magnus asked her eldest son Edward what his dreams were in life, he replied simply: "I want to have enough food to eat and to go to school one day."

This encounter was one of the key inspirations that led to the birth of Mary's Meals recognising that millions of others like Edward were missing their education because of hunger. We came to believe that a daily school meal could help break this cycle of poverty and began to set up community owned school feeding programmes. This initiative soon became the sole focus of the organisation's work and began to grow rapidly around the world. In 2012, Scottish International Relief officially changed its name to Mary's Meals.

“The repeated generosity and passion of supporters is amazing, and to have the opportunity and responsibility to work with them to ensure their loving support is best utilised is really a pleasure. Knowing that their generosity will benefit the children Mary's Meals is privileged to serve is a tremendous joy.”

Mary's Meals colleague

Mary's Meals USA (MMUSA) is one of Mary's Meals largest affiliates and contributes approximately 20% of the global organization's overall fundraising income. We have a US-based employee team of 18 along with a growing movement of grassroots supporters and work in partnership with Mary's Meals International and other international affiliates in the furtherance of our movement.

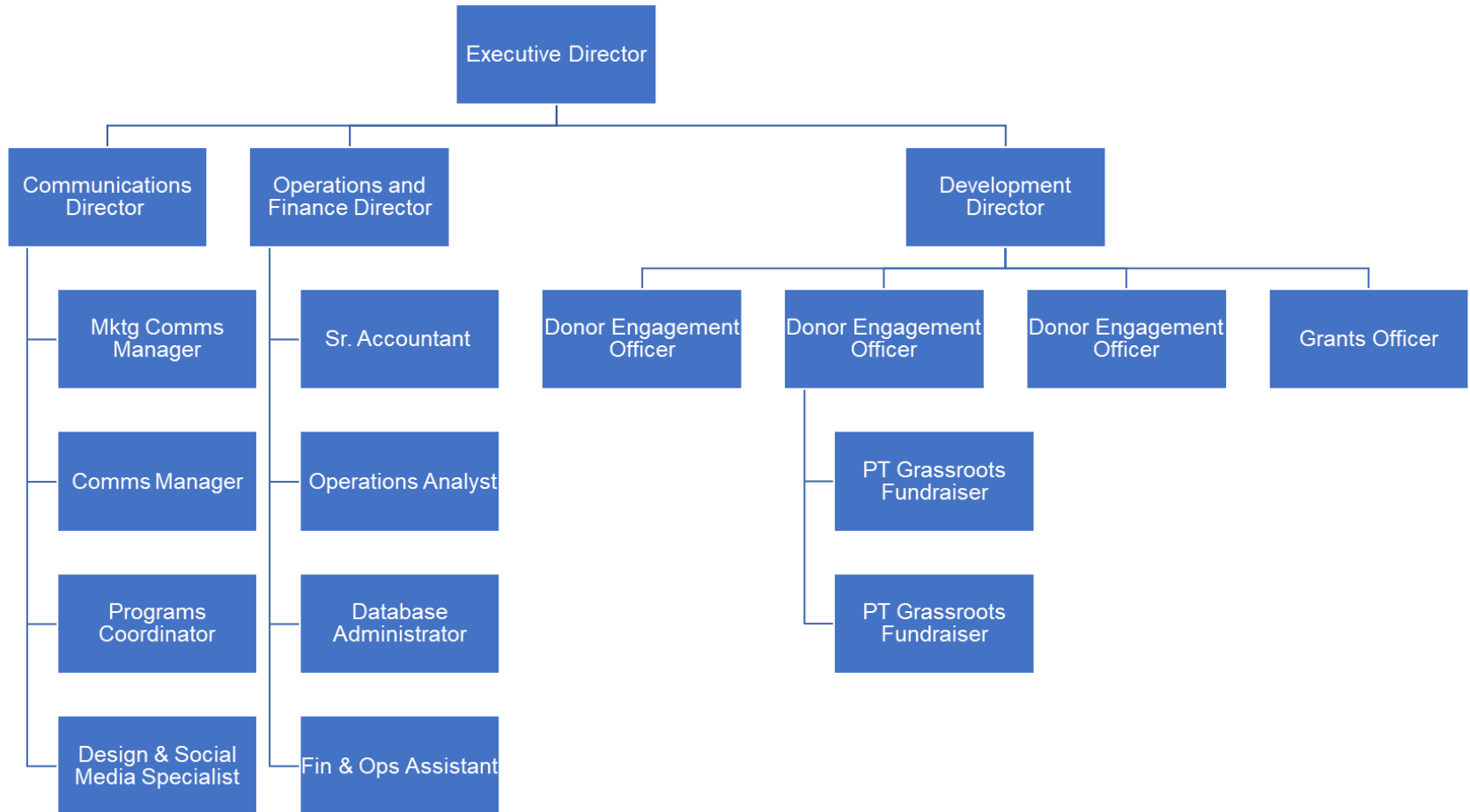
\$21 is all it takes to feed a child for an entire school year. By providing a daily meal in a place of learning, we meet the immediate needs of hungry children and encourage them to go to school to gain an education that can, in the future, be their ladder out of poverty.

Raising awareness and funds nationally, we are predominantly a grassroots movement. Our supporters include, individuals and families, churches, fundraising groups, major donors, grants and corporate partners.

Funds raised allow Mary's Meals to deliver high quality school feeding programmes across sub-Saharan Africa, Asia, Latin America, the Caribbean, and the Middle East, working towards the goal that classroom hunger is reduced by providing a meal to every child in every school that we support, every school day.

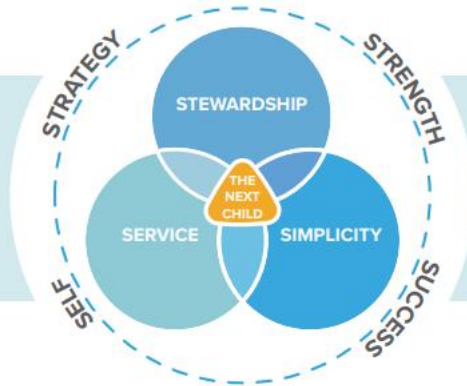
We rely on the support of volunteers and our aim is that, through participation in our school feeding programmes, community support for education also grows.





ASPIRATION INTO ACTION

Empowering our people to deliver on the promises we make is at the heart of our mission and is more crucial than ever if we're going to turn our aspiration into action. As our movement continues to grow we need to make sure we work harder than ever to: a) keep things **simple** b) remain completely committed to **serv**ing the children at the heart of our organisation and c) be terrific **stewards** of the gifts that are entrusted to us. These three elements of our unique culture will accelerate our journey and help us reach the next child sooner.



SIMPLICITY

We will remain focused on our core vision – that every child should receive a daily meal in school – and communicate the needs of the children we serve and the nature of our mission in a straightforward, open and transparent way.

SERVICE

We will approach our vision and mission in a spirit of deep vocation and humble service, seeking always to be faithful servants of hope, the global movement, and those little ones who eat Mary's Meals each day.

STEWARDSHIP

We will strive to be good stewards of every gift entrusted to us – treating each one with deep love, respect and gratitude – and build meaningful, long-term relationships with all those involved in our work.



SIMPLICITY

Key Cultural Messages:

- We work hard to keep things as simple as possible.
- When we keep it simple, we can focus on the things that matter most.
- The simplicity of our message is key in energizing and inspiring the global movement.

Things that will speed us up:

- Remain focused on the few things that matter most.
- Champion the powerful and simple message of Mary's Meals.
- Speak up and challenge when tasks are not clear or where there is complexity.

Things that will slow us down:

- Getting involved in inconsequential issues that have no real impact on meeting the needs of those we serve.
- Not challenging when things seem complex.
- Looking beyond our core purpose when making decisions.

To keep things simple, we need to:

- Translate our strategy so that it is simple for everyone to understand and resonates with our people.
- Simplify our processes rather than create unnecessary complexity.
- Ensure roles, responsibilities and decision-making parameters are clear.

SERVICE

Key Cultural Messages:

- We exist to serve.
- Our desire to be of service is realised as we feed hungry children one meal per day in their place of education.
- Keeping our promises is the essential foundation for establishing trust. The greater the degree of trust people have in us, the greater our capacity to serve.

Things that will speed us up:

- Care deeply for those we serve.
- Approach our work with sincere gratitude for the gifts that enable the unique service we provide.
- Never lose sight of the impact we're having in the lives of some of the most disadvantaged children on the earth.

Things that will slow us down:

- Making promises that we can't keep.
- Initiative Overload – doing too many small things.
- Allowing operational expedience to take precedence over the people we serve.

To be of great service, we need to:

- Focus on the children who are in need. We have to put them first in every way.
- Be passionately engaged in our work (heart) and do it prudently and to the best of our ability (head).
- Collaborate across the movement. The Mary's Meals Family is strongest when it is united.

STEWARDSHIP

Key Cultural Messages:

- We are wise stewards of every gift entrusted to our care.
- We value every gift we receive and treat each with deep love, respect and gratitude.
- We value the diversity and unique contribution of everybody involved in our work.

Things that will speed us up:

- Take ownership of our work and do it to the very best of our ability.
- Contribute wholeheartedly to any team we belong to and support the development and growth of our colleagues.
- Exercise responsibility with resources that are entrusted to our care.

Things that will slow us down:

- Allowing unnecessary bureaucracy to get in the way.
- Failing to hold ourselves accountable for using resources at our disposal wisely.
- Missing opportunities to scale up successful ideas that make things better.

To be good stewards of the gifts entrusted to us, we need to:

- Sincerely value every contribution entrusted to Mary's Meals and ensure resources are wisely used.
- Prioritise tasks that have the greatest impact.
- Nurture and help develop the talents and gifts in ourselves and in those around us.

The global Mary's Meals family



Mary's Meals Network

National Affiliates

Australia Independent Affiliate	Austria Independent Affiliate	Bosnia-Herzegovina Branch of MMI	Canada Independent Affiliate	Croatia Independent Affiliate
Czech Republic Independent Affiliate	France Independent Affiliate	Germany Independent Affiliate	Ireland Independent Affiliate	Italy Independent Affiliate
Poland Independent Affiliate	Spain Independent Affiliate	Switzerland Independent Affiliate	United Kingdom Independent Affiliate	United States Independent Affiliate

Mary's Meals International (MMI)

Programme Affiliates

Kenya Branch of MMI	Liberia Branch of MMI
Malawi Subsidiary of MMI	Zambia Subsidiary of MMI

Fundraising Groups

Belgium International Fundraising Group	Slovakia International Fundraising Group
Hong Kong International Fundraising Group	Slovenia International Fundraising Group
Netherlands International Fundraising Group	
Portugal International Fundraising Group	

Programme Partners

Benin Soeurs de Marie de la Médaille Miraculeuse	Ecuador Fundación Cristo Misionero Orante	Ethiopia	Haiti Hands Together, BND, Caritas Hinche, Summits Education	India BREAD
Kenya Caritas Lodwar	Lebanon Dorcas	Madagascar Grandir Dignement, Feedback Madagascar, Money For Madagascar	Malawi Missionary Community of Saint Paul the Apostle	Myanmar Episcopal Commission for Education
Niger Grandir Dignement	Romania Rhema Foundation	South Sudan Diocese of Rumbek, Mary Help Association	Syria Dorcas	Thailand Living Water Foundation
Uganda Emmaus Foundation	Yemen Yemen Aid	Zimbabwe Mavambo Orphan Care, ORAP		

The role

Role title: MMUSA Executive Director

Salary: Competitive salary + benefits
We have established compensation bands across the organisation, as we seek to ensure as much money as possible goes directly towards feeding children. An expectation of a vocational approach has shaped our approach to all salaries within Mary's Meals.

Benefits:

- Fully remote position with flexible working hours
- 21 days of paid vacation + 10 public holidays
- Employer paid medical, dental, vision insurance for employee, and split coverage for family members
- Unlimited Sick Time
- Parental Leave Policy
- 403b plan, with a 50% employer match of employee contributions (MMUSA 6% contribution)
- Life Insurance
- Short term and Long-term disability

Reports to: MMUSA Board of Directors



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 across a variety of sectors to grow our movement by raising 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.

We have a remote-first approach to work and are happy for you to work remotely and flexibly, in a way that best supports your work-life balance. Travel across the United States and occasional travel to countries where Mary's Meals operate, will be required as part of your role.



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, in order 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.
- In partnership with the Director of Marketing & Communications develop and execute outbound marketing campaigns focused on raising awareness and reaching new donors.
- Serve as a credible and compelling spokesperson for MMUSA, speaking publicly with supporters in sharing the vision of Mary's Meals.
- Ensure effective and regular communication with all supporters including compelling quarterly appeals and encouraging cultivation communications.
- 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.

Mission-driven, with extensive experience of leading a high performing non-profit or profit-making entity, you will combine your ability to drive growth, develop and nurture productive relationships and inspire our movement. Strategic in outlook, you will role model our dearly held values, inspiring and engaging everyone involved in our movement and representing Mary's Meals to key supporters, funders and stakeholders.

Key Skills, Experience and Personal Attributes

- 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.
- Familiarity with Churches and Christian networks would be advantageous as would the ability to represent MMUSA in faith-based networks with confidence and credibility.
- Engaging and inspiring written and oral communication skills
- Highly strategic in outlook, with the ability to analyze, interpret and use data to plan for the future.
- 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.



- **Our History**
 - [Our story | Mary's Meals \(marysmeals.org\)](https://marysmeals.org)
- **Our Books**
 - **The Shed That Fed 2 Million Children**
 - **Give**
 - [Books and Films | Mary's Meals \(marysmeals.org\)](https://marysmeals.org)
- **Our Films**
 - **Love Reaches Everywhere**
 - **Child 31**
 - **Generation Hope**
 - [Books and Films | Mary's Meals \(marysmeals.org\)](https://marysmeals.org)
- **Our Foundation Stones**



Microsoft Edge
PDF Document





How to apply for this role

If you are inspired to join our movement and our vision, mission and values resonate with you, we would love to hear from you. Please tell us why you would make a great Executive Director – MMUSA and what has inspired you to join the Mary's Meals movement.

To apply please visit our Work For Us page, <https://www.marysmeals.org/useful-links/work-for-us/> and include your CV and a succinct covering letter, addressing the above question.

Recruitment Process

- Initial telephone interview with Head of Recruitment-MMI
- Interview with our Chief Growth Officer- MMI & Interim Executive Director- MMUSA
- Interview with MMUSA Board Chair + Board Members
- Interview with our founder and MMUSA Board President Magnus MacFarlane-Barrow
- Meet the team

Our processes are informal and informative, we are very keen to get to know more about you, your experience/motivations and hopefully give you a clear picture of the opportunity and life here at Mary's Meals.



“Together, let’s set out on this journey; one step at a time, one meal at a time, one child at a time.”

– Magnus MacFarlane-Barrow, Mary's Meals founder