



MPC (Menlo Park Community) Ready

Executive Director Position Description

Job Summary

The Executive Director will serve as the chief administrator, providing leadership and implementing policies and programs to carry out the work of the organization. Working with the Board of Directors, the ED will have overall strategic and operational responsibility for MPC Ready volunteers, programs, expansion and execution of its mission. The Executive Director is responsible for directing MPC Ready for the greater good and must be an example of exemplary professional and ethical conduct.

Leadership Responsibilities

- Works with the Board to develop and implement the organization's strategic planning to ensure MPC Ready successfully fulfills its mission into the future. Maintains a dedication to detail to ensure that programs and services support the organization's mission, vision and values.
- Works with the Board to recruit and retain qualified volunteers. Inspire a creative, energized, collaborative, and safe culture and environment for Board members, volunteers and patrons of MPC Ready events and activities.
- Works with the Board to make and execute decisions to operate within the approved budget and to maintain a stable and strong financial position.
- Evaluates internal and external issues that affect MPC Ready and recommends and executes appropriate action.
- Oversees the daily administration of the organization by implementing policies, procedures and programs.
- Works with the Board to develop and implement job descriptions, and any other needed requirement, for volunteer roles.
- Establishes and maintains an effective system of communications throughout the organization.
- Acts as the public face of MPC Ready and is the primary spokesperson, promoter and representative of MPC Ready to the City of Menlo Park community, donors, sponsors, volunteers and patrons in professional and social settings.

Primary Duties/Responsibilities

- Fulfills the legal and financial obligations of MPC Ready. Duties include attendance at regular Board and Committee meetings, and monthly community meetings, recordkeeping, creation of financial reports and budgets, and recognition of conflicts of interest.

- Works with the Board to identify, recruit, and train new Board members, and provide ongoing training opportunities.
- Reviews operating results of the organization, compares them to established objectives, and works with the Board to take steps to improve performance.
- Creation, with the Board, an annual timeline calendar to ensure deadlines are met throughout the year.
- Works with the Board to oversee the adequacy and soundness of the organization's financial structure.
- Works with the Board to manage event production for 2-3 annual events participation, community meetings/training, and other special events.
- Supports and directs public relations activities to build and maintain relationships with other organizations and the public.
- Engages with the greater disaster management community to stay current on trends, best practices, and issues. Cultivates relationships with individuals, representatives and groups in the industry. Attends regional and national conferences and disaster preparedness events.
- Works with the Board to continue to develop and engage diverse volunteer participation, expand income sources, and build on the regional recognition of MPC Ready.
- Works with the Board to ensure the organization meets and exceeds all regulation, transparency, accountability and reporting requirements from government entities, funders, Board and other stakeholders.

Preferred Skills and Abilities

- Strong leadership and organizational skills, and sound judgment.
- Creativity and eagerness to collaborate with Board, and other individuals representing the “whole of community” across Menlo Park.
- The ability to translate broad vision and plans into objectives oriented towards results. Ability to communicate vision and engage others in successfully executing that vision.
- Experience in business planning and non-profit financial management.
- Ability to balance multiple competing priorities while assuring effective results.
- High level of diplomacy and tact, combined with a strong sense of confidentiality.
- Strong verbal and written communication skills, including ability to prepare clear and concise written and verbal reports.
- Strategic thinker able to provide leadership about practical applications of best practices within the disaster management industry.
- Thorough knowledge of the disaster management sector and the aspects of managing a nonprofit organization.