

Nancy's Project

Executive Director Job Description

January 2025

TO APPLY: Please email cover letter and resume to Libby McMahon, at libby@nancysproject.org.

Nancy's Project Mission: Nancy's Project strives to improve the health and well-being of Monterey County farm worker families by providing food, clothing, household goods and enrichment items.

Summary: The Executive Director is responsible for the operational and administrative functions of Nancy's Project. She/he participates in Board decision-making with full voice and no vote and is part of the Board Executive Council. She/he is the liaison and point of contact with community partners and Nancy's Project volunteers. She/he is a problem solver and communicates well with people in the organization and the community. She/he has a good understanding of financial documentation and planning in the non-profit community. She/he assists the Board in planning and executing fund raising.

She/he has a passion for the well-being of the farm worker community. Fluency in Spanish is not required but would be an asset. She/he can meet the physical requirements of picking up and loading 15-30 pound donations.

Specific Duties

Ongoing:

- Manage volunteers, recruit new volunteers
- Manage relationships with partners, recruit new partners
- Solve problems as they arise
- Respond to opportunities as they arise
- Research and pursue fundraising opportunities
- Other duties as required

Weekly:

- Monitor fullness of shelves in storage, move things around to better organize space
- Resort donations to assure distribution
- Monitor supply of rice and beans
- Keep track of paid employees' trips

Bi-Weekly:

- Assure paid employee will pick up rice and beans
- Order rice and beans from Food Bank
- Call the Food Bank and pay for the rice and beans (can be monthly)

Monthly:

- Driver/loader/protein purchase and delivery schedule for the next month
- Convey to Board Chair any personal info about volunteers learned during scheduling
- Food Bank report
- Give Treasurer the number of paid employee trips for the month

Quarterly:

- Board meeting prep
 - ED report update
 - Submit any agenda items to Board Chair

Annually:

Review yearly calendar

- Dec/Jan: help draft new agency budget
- July/Aug: work with Treasurer to ensure CPA has everything needed for 990 submission by 11/15
- Great Shoe Giveaway (see below) (April-August)
- Backpack Giveaway (see below) (June-August)
- Buy and distribute gift cards (November/December)
- Help pick up Christmas gifts
- Organize Christmas food barrels and volunteers to empty them periodically, bring food to storage, and pick up barrels after giving season

Periodically/Ad Hoc:

- Arrange volunteer work parties for special projects
 - Breaking down pallets of diapers and donated supplies
 - Bagging Big Sur Marathon shirts for distribution (2x/year)
 - Assisting Board secretary with fundraising letters
- Arrange distribution of items being donated
 - Marathon Shirts
 - Backpacks
 - Leftovers from backpacks
- Drive/load for shifts which have no volunteer

Great Shoe Giveaway (late July):

- Find potential locations (March/April)
- Select best location with Board Chair
- Secure location

- Scope out and plan layout with Board Chair
- Take inventory of supplies and buy/borrow what is needed
- Organize volunteers for set-up and event day

Backpack Giveaway (mid-July):

- Buy backpacks
- Coordinate purchase of supplies with Boys and Girls Club
- Take delivery
- Organize a backpack stuffing party with National Charity League
- Label backpacks for drivers to take to distribution partners

MC Gives:

- Work with team to develop and wrote “Big Idea” (May/June/July)
- Watch for application invitation from the Weekly, announced in Weekly Now (late June or early July)
- Help draft the application content
- Manage submission
- Monitor acceptance info
- If accepted,
 - Attend mandatory pre-launch meeting (Zoom) and advise Board Chair of any rule changes
 - Forward weekly list of donations to those writing thank you notes