



Interim Executive Director Position Description

Job Title: Interim Executive Director

Department: Program & Enterprise

FLSA Status: Exempt

Reports to: Board of Directors

Direct Reports: Director of Retail, Director of Development, Operations Manager, Outreach & Workforce Development Manager

Time Frame: August 2022 - August 2023

Salary Range: \$75,000 - \$85,000, + benefits
Commensurate with Experience

SUMMARY

The Interim Executive Director is the key management leader of Stone Soup PDX. The Interim ED is responsible for the direction of the entire organization, including guiding programs and following the organization's strategic plan. Other key duties include building partnerships, promoting the organization, and collaboration on fundraising and marketing. The Interim ED position will have the assistance of the past ED to consult on decisions.

General Duties/Responsibilities for the Organization:

- **Board Governance:** Work with the Board of Directors to fulfill the organization mission.
 - Responsible for communicating effectively with the Board and providing all information necessary for the Board to function properly and to make informed decisions.
- **Financial Performance and Viability:** Develop resources sufficient to ensure the financial health of the organization.
 - Explore, create and implement opportunities and strategies to add value to the organization (enterprise and program) and increase revenue in accordance with the mission statement.
 - Responsible for the fiscal integrity of Stone Soup PDX, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs and community outreach.
 - Responsible for planning, organization, direction, and implementation of Stone Soup's programs in adherence to the [2021-2023 Stone Soup Strategic Plan](#).
 - Responsible for the enhancement of Stone Soup's image by being active and visible in the community and by working with other professional, civic and private organizations.
- **Organization Operations:** Oversee resources to ensure effective organizational operations.
 - Responsible for the hiring and retention of competent, qualified upper management staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

- Oversee the annual review of compliance with all federal, state, county and municipal regulations that pertain to the safety, health, legal and labor requirements of the restaurant, employees and guests.
- Hold upper level managers accountable to mission and job descriptions.

Specific Duties:

Financial Well-being:

Sales and Event Production (in coordination with the Operations Manager):

- Coordinate existing meal contracts. Troubleshoot issues with food quality and manage relationships with contractors and partner restaurants.
- Search for new meal contract opportunities.
- Supervise Operations Manager to coordinate catering events, including sales, delivery, customer experience, event set up, and invoicing.

Accounting:

- Work with the bookkeeper to run the Profit & Loss statements, ensuring all expenses and revenues are properly classified.
- In partnership with the Operations Manager, analyze the P&L for the organization to see where costs can be reduced or eliminated.
- Report monthly P&L numbers to the Board of Directors.
- With the bookkeeper, approve the biweekly Payroll for all Stone Soup employees, including distribution of tips.

Fundraising & Public Relations:

- Oversee the Director of Development to consult on grants and Fundraising Campaigns.
- Manage the Director of Development as they implement a strategy for appreciation of past donors and cultivation of new donors.
- Oversee the Director of Development's creation of marketing campaigns to promote events and implement a social media strategy. Collaborate on newsletters and targeted email campaigns.

Supervision of staff:

- Direct reports include: Operations Manager, Outreach & Workforce Development Manager, Director of Retail & Director of Development
- On a yearly basis, supervise the management staff to develop professional goals. Conduct personal evaluation and provide written feedback.
- Conduct official bi-annual check-ins and provide oral feedback on a regular basis.
- Conduct weekly staff meetings to build consensus around program and enterprise opportunities and challenges.

Other Duties as needed or assigned by Board:

- Assist in identifying curriculum revisions.
- As needed, deliver designed curriculum to program participants to meet training competencies.
- As needed, support program participants with coaching, training, and feedback.

- Occasional need to work nights or weekends.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Desired Education/Experience/Skills:

- A Bachelor's degree plus a minimum of 3 years in senior nonprofit management.
- Transparent and high integrity leadership.
- Experience and commitment working with people who are experiencing barriers to employment, stemming from difficulties such as incarceration history, addiction, homelessness and various other types of trauma.
- Ability to effectively communicate (verbal and written) the organization's mission to donors, volunteers and the overall community, including public speaking.
- Solid organizational skills, including planning, delegating, program development and task facilitation; demonstrated ability to manage multi-faceted projects simultaneously.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Demonstrated ability to oversee and collaborate with staff. Demonstrated ability to be part of a training and organizational team.
- A history of successfully generating new revenue streams and improving financial results.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Familiarity with food service business preferred.

About Stone Soup PDX

Stone Soup PDX is a non-profit food service training enterprise creating employment opportunities for people at risk of homelessness in the greater Portland, Oregon area. Stone Soup supports the reintegration of those at risk of homelessness into the workforce through on-the-job training and a stable income that will provide them the skills necessary to find a job in the hospitality industry. We are a social enterprise that offers contract meal services, event-catering, and a line of retail soup products.

Program participants will progress through a 14-week training program, learning basic hygiene and food safety to essential culinary skills. Participants will get practical experience working at prepping and cooking food in the kitchen, washing dishes, developing their customer service skills, and honing their interpersonal skills to help obtain and retain employment. The program consists of 12 weeks inside Stone Soup and a two-week externship. After completion of the training program, Stone Soup will link participants with our network of restaurants, stores, and caterers to provide job interviews and placement services.

Stone Soup PDX is an Equal Opportunity Employer regardless of age, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.

Every Stone Soup employee is expected to demonstrate these standard qualities:

- Be a positive role model and a teacher.
- Encourage and build mutual trust, respect, cooperation among team members.
- Ensure the restaurant consistently creates and serves great food, profitably.
- Create and maintain our service manual protocols, policies and operating systems in accordance to our mission statement.
- Ensure that all equipment is kept clean and in excellent working condition through inspection and preventative maintenance programs.
- Ensure that the enterprise is in compliance with operational standards, food handling and sanitation standards, restaurant policies, training programs and federal/state/local laws and ordinances.
- Be aware of all calendar events.
- Treat all employees with respect, regardless of position.
- Do not undermine the authority of other managers.
- Ensure that recognition is taking place across areas of responsibility for jobs well done.
- Track emerging trends within the enterprise and restaurant industry; attend workshops, dine at other restaurants, review restaurants, Catalyst Kitchens and other relevant publications, establish personal networks, and benchmark best practices.
- Demonstrate honesty and integrity.
- Maintain favorable, non-partisan working relationships with all company employees and participants to foster a cooperative and positive working environment in order to increase productivity and effectiveness.
- Lead by example for work ethic and appropriate behaviors in the workplace.
- Represent yourself and the restaurant well in all professional interactions.