

**Position Title:** Executive Director

**Part-Time:** 20 hours per week.

**Reports to:** Diaper Bank Board Members

**Salary Range:** \$20 per hour

**Location:** Flexible, possibly work from home or at one of our partner sites.

**Travel:** Frequent visits to locations throughout the Twin Cities metro area

**Target Start Day:** October 19, 2019

### **About the Diaper Bank of Minnesota:**

The Diaper Bank of Minnesota is a 501(c)3 nonprofit that seeks to eliminate diaper need in Minnesota. 1 in 3 Minnesota families do not have enough diapers to keep their children clean and healthy. Our mission is to create awareness about diaper need, provide diapers to low-income families, and to advocate for changes in our community that would help eliminate diaper need in Minnesota.

### **Schedule and Flexibility**

This position offers significant flexibility for the right candidate to determine his or her schedule. The majority of the 10 per week should be completed between the hours of 8am and 5pm Monday through Friday; however occasional evening and/or weekend hours may be required for special events.

### **Job Summary**

The Diaper Bank of MN has grown exponentially in the past three years, with expanded partnerships and over a 300% increase in the number of diapers distributed to families in need. This position has been held by a volunteer since the Diaper Bank first opened. The increased growth necessitates the hiring of a permanent staff person who has the experience and vision of meeting the increasing need of additional community partnerships and resources both in-kind and financial.

The Executive Director will serve as a key position for the Diaper Bank of Minnesota. We are looking for a professional staff member to manage day-to-day operations, assure a smoothly functioning, efficient organization.

### **Accountabilities**

#### **Management and Administration**

- a. Communicate effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- b. Respond to DBM emails and phone messages in a timely manner.

- c. Develop/create/maintain database systems for tracking donors/diaper drives/data for end of the year reports.
- d. Communicate with our National Partnerships.

## **2. Legal Compliance**

- a. Assure the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.

## **3. Financing**

- a. Oversee the fiscal activities of the organization.
- b. Create an individual donor management plan.
- c. Explore and expand a fund development plan for program sustainability.

## **5. Distribution Partnership management**

- a. Manage yearly Distribution Partnership agreements.
- b. Ensure Distribution Partnership spreadsheets are current.
- c. Keep Distribution Partners updated with current Diaper Bank activities.
- d. Collect data from Distribution Partners for end of year reporting.

## **6. Diaper Distribution Program**

- a. Track and manage diaper inventory.
- b. Manage and negotiate supply purchases for maximum value.
- c. Oversee distribution of diapers to partners.
- d. Help with volunteer coordination for distribution days.
- e. Ensure warehouse space and all materials needed are available.

### **Preferred Qualifications:**

- Experience working in a non-profit setting
- Passion for helping vulnerable children in Minnesota
- Comfortable working with diverse populations and families in poverty
- Highly productive with ability to multi-task and self-manage.
- Excellent written and verbal communication skills.
- Superior organization skills.
- Proven ability to manage multiple duties and priorities in deadline-intensive situations.
- Must be able to work/stand on your feet for several hours at a time .
- Must be able to lift and carry up to 15 lbs
- Must have a valid driver's license and reliable transportation to Diaper Bank sites

across Twin Cities

- Experience building volunteer teams and leading them to excellent execution preferred
- Experience with Excel. Google sheets experience preferred.
- Experience with Google Drive preferred