

JOB TITLE: Meals on Wheels Director
CLASSIFICATION: Full-Time Salary Exempt Pay Grade – S
LOCATION: SEICAA’s Service Area (7 S.E. Idaho Counties)
BENEFITS: Health and Life Insurance, Short Term Disability, Simple IRA



SUMMARY OF WORK: Reporting to the Chief Executive Officer (CEO), and serving as an integral member of the senior executive team, the Meals on Wheels Director will have both internal and external facing responsibilities of SEICAA’s Meals on Wheels Division, ranging from project management (existing and future development projects), framing of key approaches, (high-quality program delivery, written products), to administration (contracts, policy and procedure, reporting and compliance including; monitors), and human capital (staff development and mentoring). This position will work closely with the CEO to chart SEICAA’s existing and future growth and strategic response concerning Meals on Wheels, to an ever-increasing demand for the organization’s services.

JOB CHARACTERISTICS: This position will be self-directed and be directly involved in Agency’s short and long term planning/goals while working with executive management team to enhance and develop operating strategies, systems and contracts, ensuring reliable and secure use of these systems throughout the Meals on Wheels division to attain goals and maximize Agency efficiencies. Duties include professionally and efficiently managing in-person relationships with SEICAA Executive and Leadership Team, other in-house staff, and other partners (public and private). Position requires ability to effectively communicate orally, excel in written communications, and understand and implement complex contract regulations. Performs administrative management duties requiring attention to detail, accuracy, and timeliness individually and as part of a team. This position works with the CEO and Meals on Wheels Division team to ensure the Agency’s staffing needs are met including; monitoring of federal contracts and budgets and plans to maximize unrestricted revenues through services, grants and fundraising efforts. This position provides administrative over-site and coordination of staff including recruitment, training, discipline, and termination. Individual must possess strong organizational skills and be able to prioritize work and meet deadlines while maintaining confidentiality of sensitive information.

POSITION CONTACT: Chief Executive Officer (CEO)

JOB DETAILS:

Knowledge: This position requires knowledge of complex databases and programs/services. Position requires working knowledge and understanding of Agency’s Personnel policies and Agency’s processes. Director must have knowledge of fiscal operations; technical writing and program(s) administration; contract/budgeting monitoring and compliance; records management, broad computer software applications, administrative, and office practices.

Skills: This position requires skills in management, staff development, research, organization, interpersonal communication, administration, record keeping, assessing need and solution-based management. This position requires extensive skills in Microsoft Databases such as; Word, Excel, and PowerPoint, data entry, and concise documentation.

Abilities: This position requires the ability to: communicate clearly; operate multiple database programs on computer; pay attention to detail, accuracy, and timeliness. Must be able to prioritize work and manage multiple projects; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with Agency employees, supervisors, the public, and maintain professional rapport with partners and participants. Experience and ability to give public presentations regarding the program, compose documents/correspondence, and meet with community leaders in an acceptable, business-like, professional manner. The Director must be able to work with internal and external facing sources to identify, acquire, and maintain additional funding sources both public and private. Director must be able to perform essential job functions with or without reasonable accommodation while not endangering self or others and other duties as assigned.

EDUCATION, EXPERIENCE and CONDITIONS FOR EMPLOYMENT: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Associates or Bachelor’s Degree in Social Services, Business Management, Public Administration or a related field preferred; commensurate work, educational, and training experience given full consideration.
- Three to four years of management, supervisory/ personnel and budgets/financial experience.
- Experience with Human Services-including work with vulnerable populations, government funded programs, and public relations, including group and public presentations preferred.
- Experience developing, implementing, and managing grant funded programs including all aspects of grants administration, purchasing, billing, budgeting, internal monitoring, and grant and government compliance.
- **Conditions:** The following abilities are mandatory for fulfillment of the job requirements:
 - Bondable, insurable under SEICAA’s insurance policy, and maintain a valid Idaho driver’s license.
 - Attends meetings, trainings, and conferences to enhance expertise and performance as scheduled by the Executive Director including requirements of outside funding sources or agencies.
 - Willing to travel on Agency business at Agency reimbursement rates.
 - Able to occasionally lift up to 50 lbs
 - Must successfully pass mandatory pre-employment drug and background screening.

Updated: 4-7-2021-SEICAA is an Affirmative Action/Equal Opportunity Employer