



POSITION TITLE: Executive Director
FLSA JOB STATUS: Exempt, Full time
REPORTS TO: Board of Directors
SUPERVISES: Chief Financial Officer, Development Director, Program Director
SALARY RANGE: \$85,000 - \$105,000
BENEFITS: Paid Time Off, Health, Dental, Vision, Life, Short Term Disability Insurance and other benefits as determined by the Board of Directors

Background:

Liberty's Kitchen provides pathways for New Orleans youth to create and achieve their vision of success through workforce training, leadership development, and support of healthy lifestyles. Food-at the heart of our city's economy, culture, and future-is our chosen vehicle for change. We train young adults who are facing extraordinary challenges to access employment and education and develop their skills as leaders and mentors. The organization's values are: Youth Centered, Grounding in Racial Equity, Committed to Excellence, and Interdependent. Consistent and accurate modeling of Liberty's Kitchen values are essential to achieving our vision of creating a community where every young person has a chance to succeed.

The Liberty's Kitchen Youth Development Program is a 10-week work readiness intensive program designed for New Orleans youth between the ages of 16-24, who are out of work and out of school. The program provides participants with technical and transferable skills training in a real work environment. Our team addresses barriers to employment ranging from housing to mental health care access, to transportation. The objective of the Youth Development Program is to develop graduates with a sense of purpose and the skills, tools and opportunities to thrive in gainful employment.

The Executive Director will report to and work collaboratively with the Board of Directors in leading the transformation of Liberty's Kitchen from its current stage to a more mature organization capable of delivering on its long-term vision. Specifically, s/he will ensure that Liberty's Kitchen's fiscal, operations, fundraising, marketing, human resource, technology, business, and programmatic strategies are effectively implemented across all segments of the organization. The ED will be deeply involved in the day-to-day operations of the organization, as well as responsible for developing and achieving goals related to the current strategic plan; maintaining a strong presence in the community to increase promotion and awareness of available programming; and engaging in fundraising and development efforts to ensure the sustainability and strategic growth of the organization.

Key Responsibilities:

Strategic Vision And Leadership

- Work with staff and the Board to ensure a long-term growth and sustainability strategy in line with the organization's vision and community needs.
- Ensure ongoing programmatic excellence, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize Liberty's Kitchen volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Provide inspirational leadership and direction to all management, and ensure the continued development and management of a professional and efficient organization.
- Establish effective decision-making processes that will enable Liberty's Kitchen to achieve its long- and short-term goals and objectives.

Development & Relationship Building

- Cultivate existing, and innovate new, earned income revenue streams through business development opportunities and implementation.
- Build and maintain relationships with potential and new partners in the community, establishing pathways for expansion of business opportunities.
- Lead the staff and Board to implement a plan for raising and diversifying funds in line with the organization's mission and strategic vision.
- Oversee grant making process including research, proposal writing and submission, foundation and donor cultivation and grants management.
- Establish marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from funders.
- Increase community presence by representing the programs and point of view of the organization to agencies, organizations, and the general public.

Internal Operations

- Ensure the delivery of high quality services while managing for current and future growth
- Inspire and motivate team members to align around the organization's vision and long-term strategy.
- Implement the performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization.
- Create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.

Financial Management & Governance

- Oversee the financial status of the organization including developing long and short range financial plans and budgets, monitoring the budget, monitoring monthly cash flow of organization, and ensuring sound financial controls are in place.
- Set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
- Develop, maintain, and support a strong Board of Directors: seek and build board involvement with strategic direction for both operational and fundraising needs, collaborate with board to ensure priorities are mission aligned.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.

Program Development

- Monitor the day-to-day delivery of the programs, services, and earned revenue streams of the organization to maintain or improve quality.
- Rationalize the delivery of programs through new and existing partnerships.
- Work closely with Program Director to increase efficiencies and consistency throughout the organization by developing and implementing standardized programs, services and curricula.
- Ensure that rigorous program evaluation and quality data collection and analysis is being conducted to determine efficacy of programming.

Desired Skills and Competencies:

Required

- Demonstrated ability to lead, supervise, and manage effectively, including financial and personnel management.
- Experience with strategic planning execution and implementation.
- Experience managing multiple deliverables and priorities against deadlines.
- Ability to build meaningful relationships with and communicate effectively across a broad array of stakeholders, including clients, partners, community members, legislators, board members, and staff.
- Effective at public speaking.
- Experience in development, fundraising, and grant writing.

Preferred

- 5+ years management experience in youth services, hospitality, workforce development, business administration, non-profit agency operation, or related field.
- Experience working for or serving on a nonprofit board.
- Comprehensive knowledge of the workforce training and youth services ecosystem.
- Passion for youth development.
- Existing familiarity with the New Orleans community.

Application Instructions:

Please submit your resume and cover letter to hire@trepwise.com. Liberty's Kitchen has retained trepwise to lead this Executive Director search. For more information, you may reach out to trepwise at the email provided above. **Deadline to apply: September 2, 2022**

Liberty's Kitchen, Inc. is committed to providing equal employment opportunity to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military, veteran status or any other protected status or classification under federal, state or local law.