



1534 Shore Drive
Beloit, WI 53511
P: 608-362-3683
beloitmealsonwheels.org

EXECUTIVE DIRECTOR JOB POSTING

Date: May 2, 2024

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Company Overview: Beloit Meals On Wheels is a dynamic and innovative non-profit dedicated to providing nutritious meals to homebound seniors in our community. With a commitment to excellence and a passion for helping seniors stay in their homes and live independently, we strive to make a meaningful impact in our community and beyond. As we continue to grow and expand our operations, we are seeking a visionary leader to join our team as Executive Director.

Position Overview: The Executive Director will serve as the key leader of Beloit Meals On Wheels, responsible for providing strategic direction, operational oversight, and leadership to ensure the organization achieves its mission and objectives. Reporting directly to the Board of Directors, the Executive Director will play a pivotal role in driving growth, fostering innovation, and maintaining the organization's reputation as a leader in the community.

Key Responsibilities:

- Reports to the Board of Directors and works with the board to develop programs, establish program policies, and prioritize efforts.
- Communicates with board members regarding organizational activities via monthly Executive Director's report and keeps board informed of agency activities, development, and challenges.
- Works with Board President to develop monthly board meeting agenda, as necessary. Schedules monthly board meetings at secure site and email board packet to all board members.
- Serve as agency liaison for all board committees:
 - Executive Committee
 - Operations Committee
 - Growth and Development Committee
 - Building and Grounds Committee
- Manage day-to-day operations.
- Maintain and foster relationships with all vendors, staff, stakeholders, and volunteers.
- Attend conferences, meetings, and workshops that have relevance to the field.
- Develop programs to meet the needs of clients served in innovative ways. Grow the program and help find ways to meet the needs of underserved or unserved seniors.



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Fiscal Responsibilities

- Responsible for fiscal stability of the program.
 - Negotiates payment levels with clients.
 - Approves expenditures to be paid by accountant.
 - Will be an approved co-signer for agency checks.
 - Responsible for client/donor receivables, bank deposits, and maintains deposit records for Accountant.
- Responsible for Community Development Block Grant (CDBG), American Rescue Plan Act (ARPA), and United Way Blackhawk Region (UWBR) grant process and program presentation.
- Will seek out grant opportunities for other funding opportunities. Responsible for donor appeals (digital and paper) which include the spring and fall appeal. Will maintain records of donations and send appropriate acknowledgements.
- Cultivates relationships/sponsors for fundraising events.

Relationship with Community

- Represents the agency whenever appropriate, in a positive manner.
- Responsible for public awareness, marketing, and promotion of agency via newsletters, radio, email communication, social media, and any other communication channel. Work with website/social media vendor (Paper and Clip) on development, layout, and maintenance design of website and social media posts.
- Attends community activities as appropriate to maintain agency visibility.