

Executive Director – Mid-County United Ministries, Inc. (MUM) is conducting a search to fill the position of Executive Director. This is a part-time position in which the incumbent will be paid for a maximum of 30 hours of work per week. MUM is a community-based 501(c)(3) non-profit organization whose missions is to provide food, prescription drug, utility cut-off and eviction-prevention assistance to residents in crisis from the communities of Wheaton, Silver Spring, Aspen Hill, Kensington and Rockville. While not all inclusive, the responsibilities of the Executive Director include:

- Working with an active Board of Directors to ensure MUM is fulfilling its mission goals and objectives; this also includes seeking their involvement in policy decisions and fundraising efforts;
- Working with the Board to develop annual budgets and ensuring their effective execution;
- Participating in monthly Board meetings;
- Managing the day-to-day operation of the organization;
- Supervising and promoting the active participation of staff (e.g., contract staff) and volunteers in all areas of the organization's work;
- Maintaining official records and documentation and ensuring compliance with pertinent federal, state and local laws and regulations;
- Overseeing grants, contracts and corporate funding proposals;
- Serving as the organization's primary spokesperson relating to MUM clients, media, local politicians and the general public;
- Preparing MUM's Year-End Annual Report, public relations materials, social media and other forms of marketing to further educate the community and create awareness about MUM;
- Participating in fundraising activities, canned food drives and other community-oriented events to advance MUM's work;
- Working with existing donors and identifying and cultivating potential new donors;
- Establishing and maintaining relationships with various organizations throughout Montgomery County and the State of Maryland and using those relationships to strategically enhance MUM's visibility and efficacy; and
- Other duties as assigned by the Board of Directors.

Qualifications:

Applicant should have a good knowledge of resources (e.g., social services and funding opportunities) that are, or may be, available throughout Montgomery County and the State of Maryland to help MUM meet its mission. A successful applicant will have strong management skills and be a capable fundraiser. Strong written and oral communications skills are also requirements. Candidate should also be proficient using the suite of Microsoft Office programs and should understand how to use databases – MUM uses Access and Donor Tools to record client engagement activity. Applicants with non-profit experience are strongly encouraged to apply.

Candidates interested in the part-time Executive Director position should send a cover letter, resume, three (3) references and salary requirements to: **mumhelpsmd@gmail.com**. The position will remain open until filled. Once the position has been filled all applicants will be notified that the position is no longer available.

MUM, a non-religious organization, is an Equal Opportunity Employer. MUM does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. www.mumhelps.org