

**Executive Director** – Mid-County United Ministries, Inc. (MUM) is conducting a search for an Executive Director. This is a part-time position working 30 hours 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. The responsibilities of the Executive Director include:

- Report to and work with an active Board of Directors to ensure that MUM is fulfilling its goals and objectives. This includes seeking Board involvement in policy decisions and fundraising efforts;
- Apply for and manage grants, contracts and corporate funding;
- Work with existing donors and identify potential new donors;
- Establish and maintain relationships with public and private organizations in Montgomery County and the State of Maryland to enhance MUM's visibility and effectiveness;
- Manage the day-to-day operation of the organization;
- Perform/coordinate timely review and response to client requests for assistance;
- Manage MUM's Sunday Mobile Pantry program, including staffing for all aspects of food delivery and distribution, as well as client interaction.
- Supervise and promote the participation of staff and volunteers in all areas of the organization's work;
- Work with the Board to develop annual budgets and ensure their effective execution;
- Maintain official records and documentation and ensure compliance with pertinent federal, state and local laws and regulations;
- Prepare MUM's Year-End Annual Report, and other marketing materials to create community awareness of MUM;
- Participate in fundraising activities, canned food drives and other community-oriented events to advance MUM's work;
- Participate in monthly Board meetings; and
- Other duties as assigned by the Board of Directors.

**Qualifications:**

Candidates 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 grants management capability. Strong written and oral communication skills are also required and both Spanish and English language speaking skills are preferred. Candidate should be proficient using the suite of Microsoft Office programs and should be comfortable using databases. Applicants with non-profit experience are strongly encouraged to apply.

Candidates interested in the part-time Executive Director position should submit a cover letter, resume, three (3) references and salary requirements to **[mumhelpsmd@gmail.com](mailto:mumhelpsmd@gmail.com)**. 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.mumhelp.org](http://www.mumhelp.org)*