



DMARC

UNITED TO MEET THE NEED



JOIN OUR TEAM: Chief Executive Officer

The **Chief Executive Officer** of the Des Moines Area Religious Council is responsible for executing the mission of DMARC by building strong relationships with key stakeholders and partners in the Greater Des Moines area, managing effective programs, and overseeing the work of the organization and its staff.

Last Updated: 1/31/2025

ABOUT US:

United to Meet the Need

The Des Moines Area Religious Council (DMARC) is an interfaith organization with a mission of working together to meet basic human needs for the greater Des Moines community.

DMARC provides a common means of responding to basic human needs and a context for interfaith dialogue.



Why it Matters:

Through our 14 partner food pantry sites and mobile food pantry sites, and delivery service we offer a nutritionally balanced three-day supply of food to individuals or families once per month, as well as additional food items available on a daily basis.

The DMARC Food Pantry Network has seen a consistent rise in usage since early 2022 as the ending of pandemic era benefits, record inflation, and growing cost of living have forced more and more people to seek out a food pantry for the first time. In 2024, a record 75,519 unique individuals utilized the DMARC Food Pantry Network; of which 1 in 3 were coming for the first time ever.



ESSENTIAL FUNCTIONS:

Chief Executive Officer

1. Keep DMARC's mission at the center of staff and board work
2. Maintain a staffing design that supports DMARC's mission, including: hiring, supervising, evaluating, and terminating key staff and overseeing performance management of all staff
3. Promote an organizational culture that reflects DMARC's values
4. Exercise responsible financial and risk management of DMARC's assets, including:
 - Budgeting
 - Ensuring timely financial reports and audits
 - Ensuring adequate operating reserves
5. Ensure operational effectiveness of major business systems such as: inventory, financial, donor, and volunteer software
6. Build relationships with key individual and institutional DMARC donors and ensure effective fundraising
7. Ensure DMARC's compliance with DMARC policies and with all relevant ethical, legal, and regulatory requirements
8. Engage the board and staff in a continuous planning process that ensures that DMARC's day-to-day activities align with its mission and priorities
9. Develop future leaders within DMARC's board and staff
10. Provide for both planned and unexpected executive transitions
11. Sustain and expand DMARC's existing network of congregational and collaborative partners
12. Serve as primary public advocate for DMARC's work
13. Ensure the quality and effectiveness of DMARC programs
14. Support DMARC's Board of Directors in its work

Salary: \$130,000-\$160,000 annually; plus benefits

Benefits: Matching retirement, Dental Insurance, Health insurance, Life insurance, Vision insurance, Paid time off (including winter holiday break).

CORE COMPETENCIES:

Good Candidate



1. Fundraising: thinks innovatively about new sources for funding the mission of the organization; is willing and able to ask others to contribute financially.

2. Strategic Management: Is future oriented and can visualize the larger picture of where the organization is heading; identifies and prioritizes strategic objectives that are consistent with the vision of the organization; creates effective breakthrough objectives to carry out strategies; balances risk with desired outcomes.

3. Process Management: Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration.

4. Hiring and Staffing: Identifies new talent; attracts and hires the best people; clearly defines the essential functions and core competencies of a role before hiring; is not afraid of selecting strong people; does not discriminate in hiring practices; seeks to strengthen the team through the addition of diversity.

5. Teambuilding: Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

6. Staff Management and Supervision: Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes the workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.

7. Decision Making and Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms and causes; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.

8. Organizational Knowledge: Knowledgeable about how organizational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.

9. Change management: Seeks organizational innovation with a purpose; leads others in innovative activity; identifies alternatives to status quo and advocates system changes when barriers to change are identified; accepts the mistakes and turns them into learning opportunities.



SKILLS AND QUALIFICATIONS

S/he will have the following skills and qualifications:

1. Public speaking and communication skills
2. An understanding of and respect for each of the diverse faith traditions in the Greater Des Moines community
3. Experience working with a board to develop and execute annual goals and objectives
4. Experience in creating and executing strategic plans for nonprofit organizations
5. Experience in managing nonprofit programs focused on meeting basic human needs
6. Management experience with full-time staff and volunteers
7. Exceptional organizational and time management skills
8. Budget development and management skills Financial acumen related to non-profit organizations (planning, analysis, IRS 990)
9. Fund development
10. Able to use Microsoft Word, Excel, Outlook, and PowerPoint effectively



TIMELINE:

Feb. 3 to April: The position is posted, search for candidates is conducted.

Mid-April: New CEO announced, to overlap with the remainder of Unger's tenure and guidance for the transition with key community stakeholders.

June 30: Matt Unger officially steps down from role as CEO.

TO APPLY:

Please send cover letter and resume to Susan Arnold at susan@hron-call.com.

