



Position Description

Program Director

OPPORTUNITY

Meals on Wheels is a small but efficient Greenwich, Connecticut not-for-profit organization that provides meals to seniors, people with disabilities, handicapped, and homebound people of any age. The organization seeks a **Program Director** to oversee the planning and execution of its Meals on Wheels program.

Meals are provided to roughly 100 clients weekly Monday through Friday. Meals on Wheels also provides a weekend meals program for four area preschools to children who demonstrate a need for nutritional support. Over 70 friendly and caring volunteers deliver meals to enable the people in our community to live nourished lives with independence and dignity. The board of directors provide support as financial management, drivers, marketing, and fundraising.

JOB REQUIREMENTS

- Ensure the successful delivery of meals while communicating with staff, volunteers, and clients in a friendly, cheerful and professional manner.
- Coordinate and recruit volunteers.
- Delegate assignments and be accountable for overseeing all office functions.
- Manage the yearly calendar of events and ensure that deadlines are met.
- Keep signed contracts in compliance.
- Support board of directors with fundraising.

QUALIFICATIONS

- Bachelor's degree
- Strong written and oral communication skills
- Strong Microsoft Office Skills
- Strong work ethic and project management skills
- Detail-oriented self-starter who is able to function without direct daily supervision

COMPENSATION, BENEFITS, SCHEDULE & LOCATION

This is a part-time, 30-hour a week position with an annual salary of \$65,000. The Program Director is entitled to 15 paid vacation days, 5 paid sick days. As a qualified small employer, Wheels on Meals offers an annual health reimbursement account of \$6,150.

The work schedule will require the Program Director to work on-site from 7:30 a.m.-1:30 p.m., Monday-Friday in the 89 Maple Avenue, Greenwich, Connecticut location.

EQUAL OPPORTUNITY EMPLOYER

Meals on Wheels is committed to creating a diverse, equitable, and inclusive environment. Meals on Wheels does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law in provision of employment opportunities and benefits.

TO APPLY

Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled **“Last Name Cover Letter and Resume”** to nonprofitjobs@thestrategygroupllc.org. **Please title emails PROGRAM DIRECTOR SEARCH.**