



Executive Director Position Announcement

Diaper Train seeks a dynamic and passionate Executive Director (ED) to lead and oversee all aspects of this Raleigh-based non-profit diaper bank. Diaper Train has been serving families in Wake County since 2011 and has distributed over 6.4M diapers since its founding. With a mission to provide diapers, equipping Wake County families with a necessary tool to increase their mental and physical health and wellbeing, Diaper Train believes that a diaper CAN change a life.

One in two families will have to make the difficult decision between purchasing food or diapers.

The next ED will be a highly organized leader and a strategic thinker, an experienced and persuasive communicator, and a relationship-builder with an authentic commitment to our mission and client population. The new ED will deepen and strengthen relationships with our partners, build awareness of Diaper Train's mission and impact with the community, and bring structure and planning to the organization, volunteers, and a committed Board.

Hygiene items such as diapers are classified as "luxury items" and not covered by federal programs such as SNAP or WIC.

The ideal candidate will be a proven leader capable of the following:

- Provide collaborative, innovative, and effective leadership that can motivate the Board, staff, families, donors, and partners
- Exhibit high social-emotional intelligence, integrity, and sound judgment
- Build and maintain strong relationships with existing community partners
- Identify and engage new stakeholders to grow the donor base
- Bring innovation and creativity to fundraising efforts
- Demonstrate strong business acumen with a solid understanding of operations, finance, and budgeting

Responsibilities:

Leadership and Strategic Vision:

- Lead a collaborative team of Board and staff to develop and implement a strategic plan to guide growth and community impact.
- Develop and monitor established goals and strategies to advance the mission.

Financial & Operations Management:

- Oversee day-to-day operations, including inventory management, distribution processes, volunteer coordination, and program development to ensure effective and efficient functioning of Diaper Train.
- Manage the organization's budget, monitor financial performance, and ensure fiscal responsibility, including reporting to the board of directors.
- Lead annual fundraising efforts, cultivate and steward relationships with donors, manage grant applications, and explore new revenue streams to sustain and grow the organization.

Advocacy and Community Engagement:

- Serve as the primary spokesperson for the organization, build and maintain partnerships with community stakeholders, collaborate with other nonprofits, agencies, and government entities to expand the reach and impact of the diaper bank.
- Advocate for policies that support families in need of diaper assistance, raise awareness about diaper insecurity, and participate in public relations activities to promote the organization's mission.

Board Governance:

- Support Board development, especially recruitment of new board members.
- Provide regular and concise reports to the Board to ensure a transparent flow of operating and financial information.
- Promote a collaborative relationship with the Board and provide them with necessary training, support, counsel, and information required for effective governance and to accomplish organizational goals.

Skills And Qualifications:

- Five or more years in a leadership position or commensurate experience
- Demonstrated success in organizational management including strategic planning.
- Demonstrated experience in financial planning and budget development.
- Excellent written and verbal skills.
- Skilled at developing relationships with a wide range of individuals.
- Proficient experience in DonorPerfect, PowerPoint and Excel preferred.

Total salary is commensurate with the requirements of the position and begins in the \$85K range.

Application Process:

To apply, please submit a resume, cover letter, and references to Jobs@diapertrain.org by March 9, 2024.

Diaper Train is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.