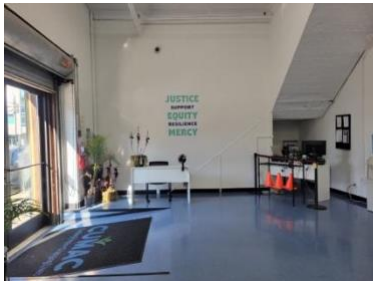




## EXECUTIVE DIRECTOR IDEAL CANDIDATE PROFILE

CUMAC (Center of United Methodist Aid to the Community), is one of the largest food security organizations in Passaic County with programming and organizational culture grounded in community-building and preventing the occurrence of Adverse Childhood Experiences (ACEs). CUMAC is recruiting its next Executive Director. This is a full-time position in downtown Paterson, New Jersey reporting to the Board of Trustees and providing competitive salary and benefits. The organization seeks a passionate and collaborative leader who is committed to the continued growth of the organization.



*Mission: To fight hunger and its root causes through a holistic, trauma-informed approach that provides groceries and basic necessities to families and individuals in need.*

CUMAC had its humble beginnings in a small church basement where it served hungry Paterson school children and has now grown to a 28,000-square-foot facility serving over 3,300 people monthly. The organization remains dedicated to the alleviation of hunger and its root causes. [Click here](#) or on the image below to see how CUMAC has grown over the years.

Feeding People. Changing Lives.

## CUMAC Then...And Now!



CUMAC has 30 staff members, the majority of which are from the community, who are passionate and deeply committed to CUMAC's mission of feeding people and changing lives. The staffs' hard work is supplemented by the dedication of many volunteers. In 2021, 698 members of the community generously contributed over 4,400 volunteer hours.

In addition to volunteer support, CUMAC's work relies heavily on financial contributions from private foundations, government grants, corporations, individuals and groups; in-kind donations of food from local businesses, civic and faith groups; and proceeds from fundraising events. CUMAC has a cash operating budget of \$2.5 million per year which is supplemented by over \$2 million worth of donated food and in-kind donations.

## PROGRAMS AND SERVICES

At the core of CUMAC's work is our trauma-informed community building (TICB) strategy which is informed by the philosophy that ending hunger has nothing to do with giving people food. Rather, TICB's framework is dedicated to proactive food access and providing warm referrals to basic needs and services through programs that are trauma informed. There are three focus areas to our work: community food, community building, and community health. For the last 5 years, CUMAC has been working to build programming and a culture that continuously seeks and creates intersections between food security and building resilient communities.



**The Marketplace** at CUMAC and our satellite location at Freedom Village Senior Apartments provides guests with healthy, nutritious foods that they select to fit their preferences and culture.



CUMAC's **Regional Food Hub** receives, stores, organizes and distributes 2 million lbs. of fresh, healthy foods and high-quality shelf stable products annually. Food is distributed to clients through CUMAC's programs and to partner organizations.

CUMAC's Benefits Enrollment Center provides free help with benefits applications for residents of Passaic County.

**Place of Promise** is a permanent supportive housing program for individuals who have experienced chronic homelessness. Community members set and meet personal goals and are connected to resources that help them to remain healthy and productive.



CUMAC services approximately 40,000 people annually.

## THE ROLE OF THE EXECUTIVE DIRECTOR

The Executive Director will provide leadership and direction for all aspects of the organization including:

- Provide the overall vision and direction of the organization in collaboration with the Board of Trustees. The Executive Director will partner with the Board of Trustees to strengthen its ability to govern strategically, continue to build board-staff relations, advocate effectively to reduce hunger and its causes, and recruit new trustees, ensuring an optimal mix of knowledge, expertise, diversity, high engagement, and financial support for CUMAC. In addition, the Executive Director will communicate with the Board in a timely fashion regarding agency operations and finances.
- Ensuring the financial health of the organization, the Executive Director will develop and manage the annual budget. The Executive Director, working with CUMAC's Director of Development and development team, will continuously develop and nurture individual, corporate, foundation, government and community relationships and lead development efforts to increase organizational resources. This will include promoting a culture of giving among board, volunteers, staff and other stakeholders and proactively managing resources to ensure long-term sustainability.
- Identifying opportunities for program growth. The Executive Director will look for ways to strengthen programming through partnerships, strategic alliances, and collaborations and by identifying opportunities that may arise as changes in political and funding trends impact our work.
- Exploring ways to provide appropriate facilities for CUMAC programs respectful of the dignity of guests, staff, and volunteers. The Executive Director will work with the board and staff to develop and implement a facility plan that will support the growth of CUMAC.
- Advocating to reduce hunger and poverty in NJ by collaborating with policy makers and community partners to highlight areas of concern and promote funding and legislation to reduce food insecurity.
- Increasing community engagement. As spokesperson for CUMAC, the Executive Director will ensure that CUMAC and its programs are well known throughout the region with the effective and timely use of public relations and contemporary media. The Executive Director will maintain and expand the strong partnerships that CUMAC currently enjoys.
- Developing and supporting staff and volunteers. The Executive Director will recognize and affirm the strong sense of family that exists among the CUMAC staff and volunteers and will ensure needed training and resources are available to them.

## IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES

The ideal candidate will have many of the following skills, attributes and experience:

- **Inspirational Leader:** This candidate will be able to inspire staff, volunteers, and stakeholders to support and pursue the CUMAC mission with passion and excellence. The candidate will be able to build trust among staff and volunteers through transparent and timely communication and unwavering respect for those at all levels of the organization. This candidate will eagerly embrace the roles of spokesperson for CUMAC and advocate for the needs of our guests.
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- **Mission Driven:** This candidate must have a deep abiding passion for CUMAC's mission of feeding people and changing lives and a desire to work in a challenging urban setting. This candidate will come with a commitment to promoting social justice and fostering change in a diverse community.
  - **Team Builder:** This candidate will be skilled in leading teams to excel at all levels in the organization and will recognize that focusing on the mission is essential to CUMAC's success. The candidate will be an attentive listener and an effective and compassionate mediator.
  - **Skilled Collaborator:** This candidate will have the skills and experience to forge collaborative alliances and partnerships with diverse public, private, government and non-profit constituencies and stakeholders.
  - **Effective Communicator:** This candidate will be able to successfully connect with a wide range of stakeholders with clear, honest, articulate and reasoned perspectives that will encourage their support of and commitment to the CUMAC mission.
  - **Diversity, Equity, Inclusion & Belonging (DEIB):** This candidate will be sensitive to cultural differences and will be skilled in navigating the challenges and complexities such differences present in working with staff, volunteers and the greater community. This candidate will maintain and support a work culture where ALL are welcome and feel safe and guests, staff and volunteers are treated with respect. As such, all stakeholders are acknowledged, embraced, supported and accepted regardless of their social, sexual, gender, religious, socioeconomic, health, mental health, or legal background.
  - **Self-Aware:** This candidate will have a high emotional intelligence and will be eager to learn from others at all levels of the organization and throughout the community. This candidate will be open and welcoming to diverse perspectives and be able to incorporate them into

decision-making. This candidate will have a positive, can-do attitude and the ability to see the lighter side of things.

- **Creative and Strategic Thinker:** This candidate will be able to think creatively about the future while recognizing the realities of what is possible. They will be eager to explore new ways to enhance and strengthen the programs and facility.
- **Pragmatic Manager:** This candidate will engage in the challenging day-to-day work of actualizing CUMAC's mission by envisioning and implementing processes and procedures that will lead to broader fundraising and enhanced program delivery and facility use.
- **Successful Fundraiser:** This candidate will be comfortable asking for money and will have a successful track record of fund development including acumen in donor cultivation and stewardship. This candidate will provide direction and support to the development team in setting and realizing annual fundraising goals.
- **Financially Astute:** This candidate will be experienced in financial management including budgeting and cash flow management.
- **Experienced in Board Development:** This candidate will be experienced in working effectively with and supporting boards so that together they can create a strong future for the organization.
- **Conversant in Best Practices:** Bachelor's degree and advanced degree(s) are strongly preferred. Nonprofit management coursework, as well as training in one or more of the following areas: counseling, social work, advocacy and/or pastoral care is desirable. Bilingual preferred.
- **Trauma-Informed Care:** The candidate will be aware of what it means to be a trauma-informed organization and be committed to a trauma-informed approach to service delivery.



In addition, CUMAC hopes to engage a welcoming leader who will value the diversity and experiences of the board, staff and volunteers, and who will work to build lasting relationships with donors. CUMAC is eager to maintain their unique, safe, and collaborative work culture.

## COMPENSATION

CUMAC is prepared to offer a competitive salary to the candidate selected to be their new Executive Director. The benefits package includes:

- A health insurance plan that includes medical, prescription, vision and dental plan.
- Life insurance, including Accidental Death and Dismemberment coverage, is also available.
- A 403b Savings and Retirement Plan.
- 30 days of Paid Time Off (PTO) program that includes sick, personal, and vacation days.
- A Wellness Friday and Summer Friday program, as well as additional holidays.

In addition, this offers an opportunity to join a dedicated team of professionals and volunteers who are making a profound difference in the community.

## **CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS**

If you would like to express your interest in this position, please send a cover letter and resume to Joe Duffy, President of Executive Search at [joe@dcm-associates.com](mailto:joe@dcm-associates.com). If you would like to discuss the opportunity further or would like to recommend a candidate, please contact Dennis C. Miller, Founder & Chairman at [dennis@dcm-associates.com](mailto:dennis@dcm-associates.com).



*Executive Search  
Nonprofit Leadership  
& Board Performance*

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