

City Director

Full Time Position

Who We Are:

Big Table is a fast-growing non-profit that cares for the working poor in the area with the highest concentration of need in the nation - those in the restaurant and hospitality industry. It is a vibrant industry full of gifted, creative, and generous people. It is also an incredibly tough industry that is the catch basin for the most marginal in the country: at-risk teens, single parents, minorities, immigrants, income-insecure seniors and ex-felons trying to turn their lives around. Many work inconsistent hours at multiple jobs, and the tough night, weekend, and holiday hours push relationships past the breaking point. The stress levels are constantly high and most have no safety net, insurance, or benefits. It is the industry with the highest rates of drug and alcohol abuse in the country.

Our Mission: Big Table exists to see the lives of those working in the restaurant and hospitality industry transformed by building relationships around shared meals and caring for those who are in crisis, transition, or falling through the cracks. This community and care are open to all in the industry without condition.

What We Are Looking For:

Big Table seeks a highly-skilled full time City Director at Big Table's San Diego location. This position will be key to growing Big Table's San Diego team.

Who You Are:

You are a strong motivational leader with ability to inspire a team to new challenges.

You are a self-assured professional that has strong verbal and written communication and are at ease interacting at the executive level. You are passionate about the mission of Big Table and are eager to share the vision in multiple settings. You enjoy strategic thinking as well as implementing a plan to reach strategic goals. You have a strong understanding of financial statements and budget planning and implementation. You thoroughly complete each task assigned to you with excellence, handle details well, and can manage multiple projects at the same time while meeting deadlines. You are resourceful, and find joy in developing partner relationships. You love collaboration but are self-motivated, self-directed and able to work well independently. You enjoy a culture marked by integrity and honesty that values thoughtful feedback and inspires ongoing learning and development. You laugh easily and are comfortable in a fast-growing organization that is continually evolving. Christian faith is core to your identity, but this faith is marked by deep grace and a delight to care for all regardless of their own interest in faith.

CITY DIRECTOR RESPONSIBILITIES

DEVELOPMENT FUNDING STRATEGY

- Implement funding and communication strategy as defined by the Big Table's Executive Directors. Work with leadership team to create new funding streams unique to local environment.
- Establish clear short and long-term goals for local funding sources.
- Meet with individual and corporate giving partners to share vision, stories of care and transformation, and assure them of their well-placed investment.



COMMUNITY
AROUND FOOD
CARE
THROUGH
COMMUNITY

- Engage in research to identify new individual, business, foundation and government prospects.
- Develop strong relationships with companies in the area to increase corporate sponsors.
- Coordinate foundation letters of inquiry and grant applications.
- Supervise partner gifts, record keeping in eTapestry and giving partner appreciation.
- Build relationships with local congregations that result in both financial support and engaged individuals.
- Promote Big Table through speaking engagements, travel when necessary.
- Develop, engage, and communicate effectively with the local advisory board - leading meetings and utilizing the expertise and networks of advisory board members to reach strategic goals.

CARE ENGAGEMENT

- Foster relationships with care recipients through conversation, prayer, and one on one-time investment; accomplishing the mission of Big Table.
- Research care needs and verify details from referrals.
- Research care resources.
- Build partnerships with other non-profits, businesses, and churches to extend the care we can provide.
- Identify and build relationships with key industry partners to facilitate care in their organization and foster Big Table support.
- Maintain accurate Remember entries for assigned recipients and generate care reports.

LEADERSHIP AND TEAM DEVELOPMENT

- Provide effective and inspiring leadership by being actively involved in programs, sustain a culture of planning and of performance-based work and evaluation.
- Plan weekly team agendas and lead weekly team staff meetings, and communicate team needs to off-site leadership.
- Ensure that all team members receive comprehensive training and have the resources available to be successful.
- Model cultural competency and generosity by reinforce Big Table's core values, guiding principles, and team DNA.
- Supervise and develop local team members – leading annual reviews and individual goal assessment. Provide encouragement often, utilizing and developing team members to their full potential as well as quickly addressing work or behavioral issues that need adjustment.
- Adhere to communication calendar: meeting deadlines, ensuring partner communication and appreciation are timely.
- Financial Oversight: Assist leadership team with yearly budget planning, and assure monthly budgets and revenue goals are met. Competently analyze revenue and expense statements, balance sheets, budgets vs. actuals as well as manipulate data in spreadsheets.

EVENT MANAGEMENT

- Set vision, program, and funding goals for events in collaboration with the HQ leadership team.
- Set and procure corporate event sponsorships as well as auction items with support from the Executive Director.
- Oversee industry dinners.
- Organize micro funding events like Chef Dinners.

CHARACTER, SKILLS, AND EXPERIENCE OF AN IDEAL CANDIDATE

- Passion for our mission and compassion for people.
- High-energy and joyful, “can-do” attitude, flexible with an attention to detail and a high degree of initiative.
- Transparent and high integrity leadership.
- Proven track record of success in a leadership position overseeing operations of an organization or program, while maintaining solid relationships with team, board, giving partners and community.
- A minimum of three years of senior non-profit organization experience preferred.
- Successful resource development, fundraising and philanthropy experience.
- Extensive experience in the process of ongoing strategic planning.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector and a thorough understanding of all components of a diversified funding base.
- Ability to interface and engage a number of diverse volunteer and giving partner groups.
- Demonstrate the ability to oversee, collaborate and encourage a team.
- Extensive experience in public speaking/public relations.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Comfortable working independently with minimal supervision.
- A drive to get the details right and strength in handling multiple projects simultaneously.
- Ability to be flexible, creative and work effectively with various people during periods of increased and varied workload.
- Clear and persuasive writing skills as well as strong verbal communication.
- Ability to work effectively under pressure.
- Respect for and careful adherence to expectations of confidentiality.
- A sense of humor.
- Computer proficiency in Word, Excel, Publisher and PowerPoint and a willingness to learn new software.
- Willingness to attend meetings and programs outside of normal working hours, occasional travel outside of Seattle will be required.
- A delight in great food and the community created around a table.
- Bachelor’s degree required - business, marketing or nonprofit leadership fundraisin with experience preferred.
- Fluency in Spanish highly desirable.
- Restaurant and hospitality industry experience desirable.

HOW TO APPLY

Submit the following to information@big-table.com or mail them to Big Table, P.O. Box 372, Spokane, WA 99210.

- A current resume.
- A letter describing why you would be successful in this position that highlights relevant experience.
- A brief statement of faith.