



## Atlanta Executive Director

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Momentum Advisory Collective seeks an experienced Executive Director to serve as the first employee of Café Momentum's Atlanta location, building a restaurant and program that provides employment, life skills training and wraparound care to juvenile justice system-involved youth.

Through strong leadership, the goal of the Executive Director is to build and maintain an innovative, safe and effective organization modeled after our flagship Café Momentum Dallas location. The Executive Director is responsible for setting a strategy that models Momentum Advisory Collective's (M.A.C.) core values; directing initiatives aligned with M.A.C.'s mission and vision; meeting the needs of Atlanta beneficiaries, employees, donors, communities, and the law and making recommendations to the M.A.C. team and Atlanta Board of Directors that result in effective programs.

The ideal candidate is a compelling advocate who is motivated by community and willing to take chances, with an understanding of the importance of innovation in driving lasting change. They speak candidly, work collaboratively, and focus on long-term relevance and above all else, sustainable and significant impact.

**The Executive Director is a key member of the senior management team, reporting to M.A.C.'s CEO, Chad Houser, and the Atlanta Board of Directors. Executive Director responsibilities include //**

- Building and leading a strong Atlanta team
- Leading staff in a manner consistent with M.A.C.'s vision and values
- Launching an effective restaurant and program by end of 2024 calendar year in close collaboration with M.A.C.
- Ensuring the financial sustainability of the Atlanta location through effective development strategy and donor cultivation
- Overseeing and fostering collaboration within the team, ensuring departmental activities align with organization-wide goals and objectives
- Promoting team cohesiveness by establishing, communicating and reinforcing shared values and organizational cultural norms that build and improve working relationships
- Maintaining M.A.C. brand standards and the core Momentum model and bar of quality at both restaurant and program levels
- Work with M.A.C. key staff to ensure alignment with M.A.C. standards

- Identifying opportunities for improvement and overseeing their implementation within the organization
- Developing, maintaining and supporting strong, diverse boards and committees, and working with the board to recruit, engage and retain members
- Acting as the primary spokesperson for the organization by communicating the vision, mission, strategic goals and messages to internal and external stakeholders
- Allocating capital to the company's priorities
- Working closely with Development and Marketing to raise the appropriate and necessary funds
- Working closely with Operations to ensure high quality programs and services
- Authorizing key decision-making activities and the implementation of approved financial and operational strategies, ensuring all tactical initiatives align and result in optimal performance
- Overseeing and approving overall budgetary commitments and providing guidance for multiple funding options and financial avenues
- Leading the organization in a professional manner that protects the integrity of the organization's programs and activities and its status as a community based organization
- Representing the organization with external stakeholders such as donors, government and elected officials, media, local business owners and executives, education leaders, community based organizations and others
- Improving and expanding relationships with individual, corporate, community, government and other partners to carry out organizational mission and objectives at local and state levels
- Integrating the organization with the Atlanta community through partnerships, communication and public relations
- Maintaining awareness of the latest news, events, legislation, best practices and procedures impacting the criminal justice and juvenile justice sectors
- Managing costs by continually seeking data that identifies opportunities and eliminates non-value-add costs

### **Key Attributes, Experience, Knowledge & Skills //**

- Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be a minimum of 12 years of relevant experience or demonstrated equivalency of experience/education, including five years of leadership

- A “Servant-leader” who inspires the staff by encouraging, supporting and enabling them to contribute to the organization’s mission, to their full potential
- Adept at strategic planning and business leadership
- Authentic, instantly credible, open and honest communicator with the ability to communicate clearly and persuasively in written and oral forms – leveraging data, narrative and intrinsic passion to motivate, persuade and mobilize a diverse range of stakeholders
- Extensive knowledge of the criminal justice sector, including federal, state and local regulations
- Existing relationships with related business and community leaders, elected officials and staff, media outlets/reporters and others that could help further the mission of our organization
- Excellent organizational management skills with the ability to coach and develop staff to set and achieve strategic objectives
- Experience working with boards excellent coalition-building skills and the ability to communicate and work effectively with internal and external stakeholders
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder and fundraiser
- Possesses a high level of business, operational and financial acumen
- Strong computer skills with advanced proficiency in Microsoft Office suite of applications and Google
- Action-oriented, entrepreneurial and adaptable with an innovative approach to strategic planning
- Passionate, idealistic, positive and self-directed with a strong sense of integrity
- A self-starter who has the ability to work both as a part of a remote team and independently
- Ideal: Experience with social enterprise model

## **Work Environment //**

This is a full-time position located in Atlanta, GA. Working hours will be 9:00am - 5:00pm and some nights and weekends until the launch of the program, at which point hours will shift to reflect those of the restaurant and program. Employees may be required to work nights, holidays or weekends, and will be required to travel to the Dallas Café Momentum headquarters on occasion. On-site work may be conducted in detention facilities, restaurant environments, outdoor environments, in the community (homes, business, etc.), in street environments and with system-involved individuals. This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, scanners, document projectors, filing cabinets and fax machines, and is in close proximity to kitchen equipment, such as stoves, ovens and

freezers. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Momentum Advisory Collective provides a workplace free from recognized hazards and complies with standards, rules and regulations issued under the OSH Act.

## **Salary & Benefits //**

Salary is commensurate with experience. Benefits include:

- Employer-paid healthcare plan
- Option to enroll in vision and dental insurance
- Employer-paid short-term disability and life insurance policy
- Paid holidays
- 18 days of PTO per year
- Work from home until such time that the Café Momentum Atlanta location is established
- Discounted meals at Café Momentum locations
- 403(b) retirement account
- Employer-purchased computer for the duration of your employment and 50/mo stipend to be applied towards monthly internet bill until such time that you are able to work onsite at Café Momentum Atlanta

## **To apply//**

Please send a cover letter, resume, references and any other supporting information to [hello@momentumadvisory.co](mailto:hello@momentumadvisory.co) with subject "Café Momentum Atlanta Executive Director". Applications will be accepted on a rolling basis until the position is filled. Phone inquiries are not accepted. Following a review of resumes and/or applications, the most highly qualified candidates will be invited to continue in the selection process. Eligible applicants will be notified of the exact time and place of assessments and interview. Candidates will be interviewed to determine their relative knowledge, skills and ability in job related areas. Offers of employment may be contingent upon successful completion of a reference check and background check provided by Momentum Advisory Collective, though a criminal record does not preclude employment .

In compliance with the Americans with Disabilities Act, Momentum Advisory Collective will provide reasonable accommodations to qualified individuals with

disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The listed duties are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

### **About Momentum Advisory Collective //**

We envision a country where the basic and socioemotional needs of our youth are met; a country that understands that justice-involved youth often lack resources, have experienced trauma and require holistic support; a country whose communities come together to support this vision. We believe that this can be a reality for young people nationwide.

We are building clear pathways out of incarceration so today's justice-involved youth have access to resources, opportunity and trauma-informed support such that they and their future generations can thrive, not just survive.

Momentum Advisory Collective (M.A.C.) is a 501(c)3 organization that got its start with Café Momentum, a nonprofit restaurant and culinary training facility in Dallas, Texas, that has successfully reduced recidivism and increased employability with its programs.

M.A.C. is proud to be an equal opportunity and affirmative action employer. All employment is decided on the basis of qualifications, merit, and business need. We celebrate diversity and are committed to creating an inclusive environment for all employees.