

## **FOOD FOR PEOPLE, INC. Job Description**

### **Job Title: Executive Director**

**Job Summary:** The Executive Director (ED) is responsible for the executive direction and general management of Food for People (FFP), which encompasses the planning, development, and implementation of the organization's programs, services and immediate and long-range funding plans. This includes oversight of administrative functions; grant writing; personnel management; facilitation of the organizational development of FFP; as well as outreach and public/community relations. The ED works under the direction of the FFP Board of Directors.

### **Job Duties and Responsibilities**

#### **Program Planning, Development and Implementation:**

- Researches and formulates recommendations for new programs and services. Involves the Management Team and relevant staff in the planning and development process. Informs, seeks approval, and solicits the involvement of the Board of Directors early in the process.
- When new funding is required, works in coordination with key staff to develop program concepts and identify staffing and budgetary needs for inclusion in funding proposals.
- Works closely with members of the Management Team to oversee the successful implementation and administration of all FFP programs. Ensures that quality standards are maintained and procedures for acquiring the statistical data necessary for reporting and analysis are developed.
- Ensures that services are being provided in a manner that aligns with the organization's mission and standards for excellent customer service.
- Works in cooperation with FFP Bookkeeper/Business Resources Manager and Finance Director to ensure that program activities, etc., comply with funding proposals and contracts.
- Works with Management Team members to prepare any program reports that may be required by funding sources.
- Works with staff, volunteers, the Humboldt County COAD (Community Organizations Active in Disaster) and the Office of Emergency Services to coordinate disaster response efforts, as needed,

#### **Public Relations and Education:**

- Works with staff to plan and coordinate presentations via local media about the root causes and impacts of hunger and poverty, provide overviews of FFP's services and engage the community in a coordinated response.
- Works with staff to respectfully convey the personal stories of hunger and poverty to help the general public, funders, legislators, and other policymakers better understand the human impact of the services FFP offers, as outlined in the organization's mission statement.
- Shares responsibility with Development Director and Director of Programs as primary public speaker for FFP.
- Works with staff to coordinate FFP-sponsored public awareness events, FFP participation in community events, and other activities as may be developed.

- Works to develop and maintain beneficial working relationships with other agencies, community networks, coalitions, individuals and organizations in Humboldt County to maximize the impact of FFP's services.
- Ensures that FFP's services are available countywide by developing partnerships with service clubs, faith-based organizations, Family and Community Resource Centers, tribal organizations and individuals.
- Represents FFP at local hunger forums or other relevant conferences, workshops, etc.
- Represents FFP via participation in networks, meetings, and conferences of regional, state, and national food assistance programs as FFP budget allows.

### **Funding and Grant Writing:**

- Works with the Finance Director and Bookkeeper/Business Resources Manager to develop the annual organizational budget for presentation to the Board. Oversees budget modifications as may be required during the fiscal year.
- Works with the Development Director to prepare and submit funding proposals in a timely manner. Seeks assistance from the Management Team in formulating program concepts, staffing and budgetary needs.
- Establishes and maintains productive working relationships with current and potential funding sources.
- Negotiates and executes contracts with funding sources. Informs the Board of all pending contracts and finalized arrangements.
- Works with the Director of Programs and other members of the Management Team, as appropriate, to ensure program activities are in compliance with private, state and federal regulations and reporting requirements.
- Ensures, in cooperation with the Finance Director, that fiscal obligations are in compliance throughout contract term.
- Works with the Finance Director to complete the annual audit process.

### **Personnel Management:**

- Works with the Human Resources Admin Assistant and members of the Management Team to administer all aspects of the FFP Personnel Policies.
- Supervises the Human Resources Admin Assistant and Management Team in carrying out their personnel duties and responsibilities as outlined in the FFP Employee Handbook, Injury and Illness Prevention Policies, and Personnel Policies.
- Works with the Human Resources Admin Assistant and Management Team to facilitate development of proposed new and/or revised job descriptions, conduct performance evaluations, and oversee salary/wage reviews by relevant staff.
- Hires, trains, supervises and evaluates Management Team members.
- Assists with the hiring, training and evaluation of FFP staff.
- Works with members of the Management Team and the Human Resources Admin Assistant to formulate and present personnel policy recommendations and/or updates to the Board and ensure compliance with all applicable labor laws.
- Ensures that the Board receives regular reports on staffing and personnel issues, and engages the Personnel Committee and/or full Board as needed if issues arise.

### **Organizational Development and Responsibilities:**

- Responsible for establishing and maintaining a positive work culture for a staff of 24 that supports professional growth and increases retention.
- Fosters a culture of inclusion that actively promotes and supports the principles of diversity, equity and inclusion within the organization.
- Monitors overall agency operations and works to ensure development and maintenance of maximum staff function.
- Seeks and responds to input from co-workers when major decisions are of their direct concern. Participates in conflict resolution.
- Convenes and facilitates all Management Team meetings, which include the Operations Manager, Development Director, Director of Finance, Bookkeeper/Business Resources Manager, Director of Programs, and Volunteer and Direct Services Manager.
- Attends, reports to, and participates in all Board meetings and relevant committees.
- Performs other duties as needed and/or upon request.

### **Qualifications:**

Must possess a combination of education, experience, skills, and abilities to carry out the job, including but not limited to, the following:

- Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
- Familiarity with the needs of low-income people living in rural areas.
- Ability to show initiative and strong leadership in a team-oriented environment.
- Demonstrates and encourages a professional and positive attitude in all job related activities.
- Excellent oral, written and interpersonal communication skills
- Ability to think creatively and strategically.
- Excellent fiscal management background that includes experience managing a multi-million dollar budget and writing and managing successful grant proposals.
- Ability to generate funds through community-based fundraising activities.
- Demonstrated ability to work under pressure to meet strict deadlines. Flexibility regarding work hours to meet deadlines.
- Experience in personnel management; including hiring, training, supervising and evaluating staff.
- Personal ability to motivate and relate positively to groups and individuals.
- Ability to work independently, without supervision and in cooperation with others.
- Experience in organizational planning and development.
- Graduation from a four-year college or university and/or minimum of five years' leadership experience, preferably working for a food bank or other nonprofit organization
- Minimum of three years' management experience, including supervision of staff
- Specialized training or experience in related fields
- Successful completion of a comprehensive reference and background check
- Valid California Class C driver's license with clean driving record
- Must possess a vehicle for frequent use in conducting FFP business and present proof of valid California driver's license and insurance coverage (\$100,000/\$300,000 limits).