



Job Opportunity: Chief Executive Officer

Do you excel in an organic, fluid, changing environment?

Do you have the depth to develop a vision, strategy and plan for the future, as well as the expertise to implement it?

Do you enjoy executive management as well as rolling up your sleeves and getting into the details?

Do you have the skills to create a budget with multiple income streams in a constant state of change?

Do you have a talent for mentoring and developing a high performing team?

Do you believe in the dignity and value of every person, no matter their circumstances?

Then Community FoodBank is looking for you! Community FoodBank of San Benito County is a non-profit organization which provides supplemental food to seniors, children, and families. We make a huge impact in our community by providing groceries for over 6,000 people every month. We operate a unique market-style food distribution where our customers get to shop and choose the best foods for themselves. We believe in upholding the dignity and value of every individual.

Community FoodBank is funded through a combination of monetary and goods donations, foundation grants, local, state, and federal government grants, and its own operational income programs. We are a small team of eight hard-working, driven professionals with big hearts. We wake up excited every morning to come to work because we know we are making a difference for our neighbors. We don't work within our job descriptions, but we reach out to each other and go above and beyond every day. Visit <http://www.communityfoodbankofsb.org> to learn more about us.

Here's how to apply:

Please send your resume and cover letter by May 22, 2020 to:

board@communityfoodbankofsb.org

Please read on for full job description.



ESSENTIAL RESPONSIBILITIES

Mission and Strategic Planning

- In collaboration with the staff and board, develop strategic plans and annual budgets that appropriately position Community Food Bank to fulfill its mission.
- Ensure that programs and policies continue to support the organization's mission, and that they are fiscally sound and sustainable.
- Work closely with the staff to strengthen programs, develop new programs and initiatives and ensure that existing programs remain relevant to the mission of the Community Food Bank and that they are well managed.

Board Relations

- Thoroughly understand Community Food Bank's governance model. It is the CEO's responsibility to interpret and operationalize the priorities and executive limitations set by the Board in each strategic plan and budget.
- In collaboration with the Board, help to identify, nominate, and recruit new Board members who will add diversity to the Board and whose talents, interests and commitment will help to further the mission and expand funding opportunities.
- Regularly brief the Board on the status of the organization's performance toward the Board's vision.
- Work to ensure communication, cooperation and mutual respect between Board and staff members.

Operations

- Directly lead, supervise, develop, and mentor staff.
- Work with the Food Bank staff team to ensure that the day-to-day operations and food programs are professionally and efficiently organized and administered.
- Work with the staff to ensure delivery of the highest quality services yielding a high level of satisfaction among those served.
- In collaboration with the management team, hire, supervise, motivate and evaluate staff; ensure that staffing is appropriate to meet the organization's goals; encourage staff development efforts to enrich the competencies and experience levels of the staff.
- Oversee facility maintenance and workplace safety to protect employees, customers, and volunteers, and to safeguard all fixed assets of the agency.
- Ensures proper maintenance of agency record keeping.

Community Engagement and Fund Development

- Identify and deepen relationships with the community for the purpose of nurturing goodwill, recruiting and engaging new and ongoing donors/supporters, and developing and enhancing partner organization relationships in order to reach the objectives of a comprehensive community engagement and fund development plan.



- Working with the Board, ensure a sound funding base for the organization; broaden funding base and mix so that development activities evolve as the funding environment evolves.
- Understand the actual and prospective funding communities for Community Food Bank; create strategies to secure ongoing significant sources of private/unrestricted funds to support the organizations; with the Board identify innovative methods for tapping new funding sources and networks on behalf of the organization.

Finance

- Oversee the organization's financial operations; oversee the budgetary process and ensure that sound financial controls are in place and that funds are spent wisely; work closely with the accounting team to maintain the organization's current and future financial and administrative well-being.

Visibility, Communications and Advocacy

- Maintain, promote and provide visibility for Community Food Bank by serving as a credible, articulate and effective spokesperson, in person and in writing; reinforce and build positive understanding of and reputation for the work of the organization; serve as a spokesperson and advocate for the people served by the organization.
- Work closely with the Board to ensure clear and effective articulation of the agency's mission and purpose.
- Leverage the resources of Community Food Bank to beneficially impact relevant public policy, programs and funding; continue Community Food Bank's leadership role in influencing policy by being an articulate advocate for poverty, hunger, and nutrition.
- Build effective partnerships with organizations and individuals working in the Community Food Bank's areas of interest.

REQUIRED COMPETENCIES

- Vision
- Leadership
- Financial management
- Communication
- Build and Strengthen Relationships
- Customer Service
- Teamwork & Interpersonal Skills
- Judgment & Problem Solving
- Reliability

MINIMUM QUALIFICATIONS

- Ten years of management level experience with evidence of increasing responsibility, preferably in a nonprofit.



- Experience working with a Board of Directors.
- Excellent public speaking ability and experience.
- Exceptional communication skills (verbal and written), including the ability to address issues in nonpartisan and non-polarizing ways.
- Human resources management experience and ability.
- Demonstrated ability to work effectively with people from all backgrounds.
- Knowledge of poverty and hunger issues and supportive of the organization's mission.
- A hands-on worker willing to develop and execute a variety of activities ranging from the internal day-to-day, to the highly creative, external and visible.
- Emotional maturity with a sense of humor to maintain balance and perspective.
- Flexibility to travel to off-site meetings and to work hours outside of a normal day.
- Valid Driver License, clean driving record, proof of insurance, and reliable transportation.

DESIRABLE QUALIFICATIONS

- Strong analytical skills.
- Credibility in the social services community with a broad knowledge of current issues and trends.
- Two consecutive years of senior administrative experience.
- Proven successful experience in grant writing/fund development.
- Experience managing a budget \$3,000,000 or greater.
- An undergraduate degree in Management or a related field; a Master's Degree preferred.

Physical requirements / Working conditions

- Includes office, warehouse, as well as outdoor work
- Driving, walking, standing for extended periods of time, bending, lifting and carrying items weighing less than 50 pounds