Position Title: Chief Executive Officer (CEO)
Reports to: Board of Directors
Job Classification: Full-time, Exempt
Applications Due By: February 15, 2020 by 5 pm PST

Summary:
The CEO is responsible for overall administration and management of the SLO Food Bank, including, program development, fundraising, business operations, and community relations. The CEO manages a staff of approximately 30 people and provides overall leadership to a large group of volunteers. This is a full-time position, hired and directly accountable to the Board of Directors through its elected Board chair.

About the SLO Food Bank:
SLO Food Bank works with a network of community partners to alleviate hunger and build a healthier community. Each year the SLO Food Bank distributes 4 million pounds of food, half of which is fresh produce, and serves as the primary cost-effective food source for 77 agency partners countywide. These combined efforts distribute food to 30,000 individuals throughout San Luis Obispo County each month. Visit slofoodbank.org to learn more about us.

Principle Duties & Responsibilities:

Programs & Operations
- Leads strategic planning for programs and services that further the SLO Food Bank’s mission.
- Oversees development and implementation of programs and services to meet the organization’s goals.
- Implements evaluations of programs and services to ensure their ongoing effectiveness, relevance, and success.
- Oversees daily operations of SLO Food Bank, including storage and transfer of food inventory; maintenance and security of warehouse and office facilities, vehicles, and equipment; contracts; reporting; and compliance with applicable government laws and regulations.

Fundraising
- Oversees fundraising planning and implementation, including development of annual targets and major gifts solicitations.
- Identifies, cultivates, and solicits new individual donors and maintains a strong stewardship program for existing donors.
- Establishes strategies and supports the Board of Directors and Fundraising Committee members in cultivating donors.
- Helps identify and secure foundation, corporate, government, and in-kind support.
Community Relations

- Serves as primary representative of the SLO Food Bank within the community, actively communicating with volunteers, donors, partner agencies, government representatives, community organizations, and the public.
- Assures the organization is consistently presented with a strong, positive image to the community and local media.
- Establishes and oversees a communications plan for the organization.
- Maintains working knowledge of hunger and food equity issues, as well as local community resources for those in need.
- Maintains a positive and meaningful relationship with state and national food bank associations, such as the California Association of Food Banks and Feeding America.
- Maintains and strengthens existing partnerships and builds new ones (ex. USDA, public schools, Cal Poly, SLO County government, Department of Social Services, local businesses and other area non-profits)

Personnel Management

- Oversees staff and volunteer management and supports leadership team in their management duties.
- Develop staff expertise by providing adequate training, supervision, and evaluation; nurturing staff’s professional development; and providing learning and leadership opportunities for growth.
- Assures proper compliance with employment law as it relates to personnel matters.

Fiscal Management

- Follow established policies, procedures, and internal controls for prudent financial management.
- Prepares an annual budget for Board approval and monitors revenue and expenses monthly to meet budget targets.

Board Administration & Support

- Supports operations and administration of the Board by advising and informing Board members. Participates in Board and Board Committee meetings as needed.
- Assists Board Chair in setting agendas and preparing materials for meetings.
- Serves as liaison between Board and staff.
- Provide the Board with timely and accurate accounts of Food Bank programs, needs, challenges, and opportunities to serve.
- Facilitates a regular strategic planning process.

Qualifications:
The ideal applicant will have the following qualifications:

- Passion for SLO Food Bank Mission
- At least 5 years of executive-level management experience that includes planning, fundraising, managing staff, overseeing finances, and working with boards.
- Nonprofit organizational experience and an understanding and appreciation of best nonprofit management practices.
- Outstanding skills in public speaking, written and oral communications and interpersonal relations.
- Experience developing and overseeing a budget of $2,000,000+. Knowledge of accounting principles for non-profits receiving federal funding.
- Demonstrated experience in fund development from a variety of sources, including individuals, foundations, government and business.
- Demonstrated ability to lead an organization through change and growth.
- Experience motivating and appreciating volunteers.
- Proficient in identifying, developing, maintaining strategic partnerships with a wide variety of partner organizations (in particular government entities), volunteers, and the public.
- Ability to work effectively with others to resolve conflicts and build consensus.
- Full computer proficiency with standard Microsoft Office programs including Excel. Working Knowledge of QuickBooks.
- Familiarity with OSHA standards and safety requirements for food storage operations.
- Knowledge of Feeding America best-practices.
- Excellent organizational skills.
- A Bachelor’s degree or higher degree.
- Spanish language skills preferred.

**Requirements:**
Must possess a valid Driver’s License, clean driving record, proof of insurance, and reliable transportation.

**Work Conditions:**
The position is based out of the SLO Food Bank’s offices at 1180 Kendall Road, San Luis Obispo, CA, and works alongside a dedicated group of staff and volunteers. Position includes office and outdoor work, including extended time operating a computer. Some amount of stooping, kneeling, bending, lifting, walking, carrying and other movements may be required. Must be available for periodic work on weekends, evenings and other after-hours occasions, as deemed necessary. Some travel within and outside San Luis Obispo County will be required. SLO Food Bank is an equal opportunity employer (EOE).

**Salary Range:**
$90,000-$110,000, depending on qualifications, plus benefits.

For more information about San Luis Obispo and the Central Coast of CA visit [https://www.slocal.com](https://www.slocal.com).

**How to apply:**
Please submit resume and cover letter to [ceo@slofoodbank.org](mailto:ceo@slofoodbank.org) by February 15, 2020 by 5 pm PST. No phone calls please.