



JOB DESCRIPTION

Department:	Admin
FT/PT:	Full-Time
Position:	Chief Executive Office (CEO)
Reports to:	FOOD Share Board of Directors
Status:	Exempt

Job Summary:

Working collaboratively with the Board Chair and Board of Directors, the Chief Executive Officer is responsible for leading the transformation of FOOD Share from its current stage to a more mature organization capable of delivering on its long-term Mission and Vision. Specifically, ensuring FOOD Share's fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization.

Major Responsibilities:

1. STRATEGIC VISION AND LEADERSHIP

- Collaborate with Board Chair and Board of Directors to refine and implement strategic plan while ensuring that the budget, staff, and priorities are aligned with FOOD Share's core mission
- Provide inspirational leadership and direction to, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable FOOD Share to achieve its long- and short-term goals and objectives
- Cultivate a strong and transparent working relationship with the Board Chair and Board of Directors and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals
- In partnership with the Board Chair, help build a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources

2. ORGANIZATIONAL MANAGEMENT

- Develops policies, procedures and programs that fulfill the organization's mission to address issues of hunger in Ventura County
- Updates the Strategic Plan annually during the planning cycle
- Prepares an Annual Operating Plan to fulfill the organization's mission and purpose
- Ensures effective and safe operations within the fiscal and operational guidelines of Second Harvest and California law
- Ensures the delivery of high quality services while managing for current and future growth

- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs

3. FINANCIAL RESPONSIBILITIES

- Oversees the financial status of the organization including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
- Coordinates with the Finance Committee to prepare the annual capital and operating budget within acceptable guidelines
- Oversees the stability of the financial operations of accounting, reporting, and auditing
- Manages capital and fund-raising campaigns to achieve target goals
- Assures the organization's financial stability for current operations and sufficient growth to meet the present and future needs of the community
- Establishes fund raising goals and supports the Development Staff to achieve those goals

4. HUMAN RESOURCE MANAGEMENT

- Ensures that all hiring, employment, and termination of employees are consistent with the legal requirements of employment laws and regulations
- Supervises the leadership staff and Support/motivate the organization's staff
- Recommends to the Board a staff compensation and benefit plan
- Assures that FOOD Share is managed properly and that employees receive training and support to accomplish their tasks
- Ensures that each employee receives an annual performance appraisal based on specific goals

5. PUBLIC RELATIONS FUND AND PROGRAM DEVELOPMENT

- Ensure that the flow of funds permits FOOD Share to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential
- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations
- Develops and maintains positive relationships with stakeholders in the community, media, and government to promote the mission of FOOD Share
- Advocates, educates, and represents the organization regarding issues of hunger and needs within the local community
- Works with partner agencies in the County to implement programs that alleviate hunger and prepare for emergency disaster response
- Assures that FOOD Share is represented at community events and fund raisers
- Rationalize the delivery of programs through new and existing offices and partnerships
- Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs, services, and program marketing

6. BOARD RELATIONS AND GOVERNANCE

- Reports directly to the Board Chair and the Board of Directors
- Attends all Board meetings as a non-voting member
- Works with the Board Chair and Committee Chairs to develop the Board agenda
- Provides a quarterly activity report to the Board Chair prior to the meeting.
- Plans and participates in the selection of new Board members and their orientation
- Participates in an annual performance review led by the Board Chair with the Executive Committee
- Keeps the Board fully informed on the condition of FOOD Share and on all the important factors influencing it.
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation.
- Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making.
- Helps the Board articulate its own role and accountabilities and that of its committees and individual members, and helps evaluate performance regularly.
- Works with the Board Chair to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- With the Board Chair, focuses Board attention on long-range strategic issues.
- Manages the Board's due diligence process to assure timely attention to core issues.
- Works with the Board Executive committee chairs to get the best thinking and involvement of each Board member and to stimulate each Board member to give his or her best.
- Recommends volunteers to participate in the Board and its committees.

7. PROFESSIONAL STANDARDS

- Maintains a high standard of professional conduct and positive morale with donors, volunteers and staff
- Assures that workflow is maintained when it is necessary to be away from the office
- Maintains a safe and professional work area and atmosphere
- Submits reports and promised-responses on time and in a professional manner
- Communicates clearly and listens respectfully to all stakeholders
- Resolves conflict when appropriate and necessary

Job Qualifications:

- 7+ years of experience in leadership with at least 2 years at the Officer level or 7+ years in fundraising;
- Strong communication and customer service skills to work with both internal and external partners;
- Assist in creation of long-term strategic goals;
- Strong problem solving skills across multi-disciplinary skill sets;
- Strong ability to effectively prioritize competing requests, while keeping lines of communication open and clients satisfied.

Department Requirements:

- All FOOD Share staff are required to be organized and efficient at prioritizing projects;

- All FOOD Share staff need to have the ability to work with and manage volunteers to maximize efficiency;
- All FOOD Share staff needs to have exemplary customer service skills to communicate with all food bank stakeholders.

FOOD Share, Inc. embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.

To apply: Send resume to Resumes@foodshare.com or visit our website at <http://www.foodshare.com/employment-opportunities/>.