

JOB DESCRIPTION

TITLE: Chief Executive Officer

REPORTS TO: Board of Directors

POSITIONS SUPERVISED: Office Manager, Warehouse Manager, Community Relations Manager, Outreach Coordinator, Nutrition Educators (2).

FLSA STATUS: Exempt

SUMMARY: Provides oversight to all program activities of the agency, including warehouse and business facilities, fiscal management, grant administration, governmental compliance, human resource management, fund development and public relations. This position provides leadership and information to the Board of Directors to keep the Board alert to changes within programs and policies.

QUALIFICATIONS:

Education/Experience: 4-year college degree is desired and 5 years management experience, including two years in a senior management position

Language Ability: Ability to read, analyze and interpret policies, procedures, legal and financial reports. Ability to respond to internal and external customers utilizing superior oral and written communication skills. Ability to present information and communicate vision to all levels of the agency.

Math Ability: Must possess ability to comprehend financial data. Must have math ability relative to numerical relationships, general accounting principles and financial reporting. Must have financial modeling and forecasting abilities.

Computer Skills: Must have strong knowledge of Word, Excel and Outlook. Must be adept at sourcing and utilizing computerized reporting functions.

Driving: Must maintain a CA driver's license and be insured to drive in California.

Clearance: Candidate must pass background, fingerprint and drug screens.

COMPETENCIES:

- Sufficient professional stature to interact with local, state and national agencies.
- Knowledge of the principles of social agency administration.
- Knowledge of human behavior and motivation.

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- Expertise in non-profit operations, finance, fundraising, business, fund development and human resources.
- Strong knowledge, skills and abilities to develop, manage and execute an agency-wide budget.
- Dynamic interpersonal and leadership abilities.
- Strong knowledge of teambuilding.
- Ability to think and operate strategically.
- Work effectively with individuals of diverse ethnicities and backgrounds.
- Capacity to promote fund development and solicit fiscal, operational and program resources from the community.
- Able to build and maintain systems to support the agency's mission.
- Provide forward and creative thinking to position the agency for the future.
- Ability to work effectively in a complex environment.
- Must be able to maintain confidentiality on issues concerning staff, customers and agency concerns.
- Bilingual (Spanish) a plus.

DUTIES:

Program Planning and Implementation:

- Develop and maintain acceptable standards of professional practice for the agency.
- Stay informed of developments and trends in the agency's operation and be alert to changing community needs.
- Provide for periodic review, evaluation and modification of programs to meet community needs.
- Establish and meet strategic goals, and implement, monitor and review positive systemic changes.
- Integrate program needs, budgeting, fund acquisition, marketing to meet operational goals.

Policy Making:

- Act as advisor to the Board of Directors, providing adequate information for decision making.
- Develop and make appropriate changes to policies to maintain compliance and best practices for the agency.
- Encourage the Board of Directors and citizen participation in advancing the goals of the agency.
- Participate in local, regional and possibly national committees to forward advance the mission of the agency.

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Operational Responsibility:

- Plan for and provide services to carry out the program(s) of the agency, within the purpose and the policies as approved by the Board of Directors, and to maintain the current programs at a high level of quality.
- Provide a staff development plan to meet the learning needs of staff and to enable them to give the best possible client service. These should include: orientation of new staff, supervision, planning and providing leadership for seminars and workshops, enabling staff to take advantage of opportunities outside the agency when available.

Personnel Management:

- Recruit and employ staff based on staffing needs of each program. Assign, evaluate, promote and separate staff as needed following legal guideline to meet agency needs.
- Plan for use of volunteers to meet agency needs.
- Develop and administer sound Human Resource policies.
- Maintain personnel records for each staff member
- Ensure rigor in the supervision and evaluation of staff.

Office and Property Management:

- Provide and maintain adequate and appropriate physical facilities, equipment and supplies, and set up and maintain office procedures, work programs, etc.
- Ensure that all contracts are legal, sound and negotiated with benefit to the organization, with knowledge of the provisions and timelines.
- Prepare agency budget for the Board of Directors approval and maintain fiscal responsibility for the implementation of the budget.
- Administer the agency program(s) within the budgetary provision.
- Envision and plan with the Board of Directors new ways of providing additional funding for the agency.
- Establish short term and long-term plan development and implementation.
- Facilitate the writing, application and maintenance of grants.

Board Development

- Work with the Board of Directors to recruit new Board Members
- Work with Board of Directors to cultivate and steward new donors.
- Review, revise and develop strategic plan annually.
- Work with the Board of Directors to market the agency and operate a successful fund development program.

Other duties as assigned by the Board of Directors.

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PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to:

- Sit for prolonged periods of time.
- Use hands to keyboard, to handle or feel.
- To talk and to hear others.

While performing the duties of this job the employee is frequently required to:

- Reach with hands and arms.
- Stand, walk, climb, balance and to drive.

Specific vision abilities required by this job include close vision, distance vision and ability to adjust to focus.

While performing the duties of this job the employee is regularly required to:

- Hear and understand speech at normal levels and on the telephone.
- Speak so that others may understand at normal levels to small or large groups, and on the telephone.

WORK ENVIRONMENT

Employees in this position will be required to work indoors and/or outdoors in casual and formal settings as is standard for professionals including standard office environments.

SALARY

\$70,000-\$80,000 annually.

TO APPLY:

Submit resume and cover letter to:

Email: gmurphy@stocktonfoodbank.org

Mail : Emergency Food Bank, 7 W. Scotts Ave, Stockton, CA 95203 Attn: Gillian Murphy

Initial applicant review begins November 5

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