

POSITION: CHIEF EXECUTIVE OFFICER

REPORTS TO: Board of Directors

POSITIONS SUPERVISED: Office Manager, Warehouse Manager, Community Relations Manager, Partner Relations, Nutrition Educators (2), Grant Writer/Fund Development.

SALARY: \$70,000 to \$85,000 (based on experience & qualifications) plus benefits package.

FLSA STATUS: Exempt

The Agency: The mission of the Emergency Food Bank (EFB) is to build a stronger community by providing a safety net of food, nutrition and health education, job training and hope to residents of San Joaquin County who find themselves in an emergency situation.

Position 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 preferred 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 excellent 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 and drug screens.

Competencies:

- Strong professional stature to interact with local, state and national agencies.
- Knowledge of the principles of social agency administration.
- Knowledge of human behavior and motivation.
- Knowledge, skill and ability with non-profit operations, finance, fundraising, business, fund development and human resources.
- Strong knowledge, skill and ability to develop, manage and execute an agency-wide budget with fiscal responsibility.
- Must possess dynamic interpersonal and leadership abilities.
- Must possess a strong knowledge of team building.
- Must possess ability to think and operate strategically.
- Must work effectively with individuals of diverse ethnicities and backgrounds.
- Must have the ability to promote fund development and solicit fiscal, operational and program resources from the community.
- Must possess the ability to build and maintain systems to support the agency's mission.
- Must be able to provide forward and creative thinking to position the agency for the future.
- Must have the ability to work effectively in a complex environment.
- Must be able to maintain confidentiality on issues concerning staff, customers and agency concerns.
- Bilingual (Spanish) desired.

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The Emergency Food Bank reserves the right to modify or withdraw job postings at any time and for any reason.

Duties:

Program Planning and Implementation:

- Develop and maintain an uncompromising standard 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.
- Integrates 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.
- Develops and makes 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, state and possibly national committees to forward the mission of the agency.

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 guidelines 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 appropriate supervision and evaluation of staff.

Office and Property Management:

- Provide and maintain functional 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.
- Marketing short term and long term plan development and implementation.
- Facilitate the writing, application and maintenance of grants.

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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.

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.

Mandatory Supplemental Questionnaire: This recruitment **requires** completion of a supplemental questionnaire. Please answer the following questions on a separate sheet and include it with your submission.

- 1) Briefly describe your personal and professional journey to this point, and how it has prepared you to lead the Emergency Food Bank.
- 2) Please briefly discuss your interest and motivation in seeking this position? How do you see yourself fitting in with the mission and values of the organization? Do you have a family member or personal relationship with someone who has had to use Food Banks for any length of time?
- 3) Please summarize what you see as the key three or four primary components of this position, what you perceive to be your strengths, and how they align with these components?
- 4) Please describe your knowledge of Stockton and the surrounding area and how you have, or will, network within this environment for the benefit of the Emergency Food Bank.
- 5) Leadership across diverse communities, both internal and external, will be required of the Chief Executive Officer. Please describe your leadership style and summarize why you believe it will be effective for the Emergency Food Bank.

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- 6) A goal of the Emergency Food Bank Board of Directors is to increase the annual budget by 20% each year for the next 5 years. Please describe how you will do this, including your fund development and fundraising strategies.
- 7) Please summarize your skills, knowledge and abilities in the area of Human Resources.
- 8) Briefly summarize why you believe you have been successful to this point in your career.
- 9) Please present any other information you would like the search committee to consider in its evaluation.
- 10) Provide the names and contact information (telephone and email addresses) for five references who can comment on your background and experience. Providing these references is giving approval for the Emergency Food Bank to call these individuals and inquire about your character and background.

How to Apply:

Please submit the following items by **March 2, 2018**: 1) resume, 2) application, and 3) supplemental questionnaire by email, FAX, or mail only. All items are required in order to be considered for the position.

Email: rcall@stocktonfoodbank.org
FAX: (209) 464-0309, ATTN: Ray Call
Mail: Ray Call
Emergency Food Bank
7 W. Scotts Ave.
Stockton, CA 95203

**Submissions must be received by 5:00 pm on Friday, March 2, 2018.
No phone calls please.**

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