



559-651-3663  
Fax: 559-592-0128  
611 N. 2nd St. Exeter, CA  
[www.foodlinktc.org](http://www.foodlinktc.org)



**Employer:** FoodLink for Tulare County, Inc.  
**Job Title:** Executive Director  
**Type:** Full-Time

**Location:** Exeter, CA  
**Category:** Exempt  
**Supervisor:** Board of Directors

*FoodLink for Tulare County's mission is to promote equitable and dignified access to nutritious, healthy food while also addressing the root causes of hunger through education, advocacy, and food systems change. Our core values are: respect, trust, collaboration, cooperation and food with dignity.*

**Job Summary:**

Are you ready to apply your talent in the growth of an innovative nonprofit food bank that is developing leaders, providing education and the capacity for self-sufficiency, working to connect our food system, and promoting good food for all? FoodLink for Tulare County (FLTC) is working outside of the "food box" to be more than just a distributor of food to low-income residents in Tulare County. We are becoming a nutrition resource center for our low-income, food insecure residents, training community health and nutrition advocates, and helping build a stronger local community food system. If you are committed to these same ideas, we want to hear from you.

The Executive Director is the chief administrative and development officer of FLTC. The Executive Director reports to the Board of Directors (hereafter termed the Board) and is responsible for the organization's achievement of its mission and strategic objectives. FLTC is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

**Responsibilities:**

*The duties listed below are intended as examples of the various types of work that may be performed. The omission of specific duties does not exclude the performance of these duties if the work is similar, related or a logical assignment to the position. The scope of work is complex in nature with the Executive Director responsible for all areas of the organization.*

**Operational Management**

- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff: carrying out plans and policies authorized by the Board.
- Assure that the organization has a strategic plan which achieves its mission and toward which it makes consistent and timely progress.
- Maintain official records, documents, and ensure compliance with rules of affiliated agencies and federal, state and local regulations.
- Oversee the design, promotion, delivery and quality of programs, products and services, which includes food supply, access, and distribution.
- Oversee the maintenance of a database accounting for all food processed through the pantry.

- Assure that the facilities are maintained to ensure a safe and clean working environment for employees and volunteers and that equipment is adequately maintained and kept current to process inventory.
- Manage organization's staff including recruiting, hiring, performance evaluation, compensation, and discharge.
- Oversee staff in recruiting, managing and retaining volunteers to produce organizational results.
- Ensure effective systems to track progress, and regularly evaluate program components so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Maintain a working knowledge of significant developments and trends in the field.

### **Advocacy**

- Engage Board, Stakeholders, and community in policy-related activities that support the organization's mission.
- Build and nurture relationships with elected officials and community leaders in order to advocate on behalf of FLTC and its participants.
- Organize CBOs and government entities to engage collaboratively and to conduct advocacy efforts toward increasing participation in the federal nutrition programs as well as building a sustainable food system.
- Develop an annual public policy issues agenda focused on hunger, nutrition and community health.

### **Marketing and Communications**

- Serve as the principal spokesperson for the organization.
- Represent FLTC at public and professional functions.
- Promote initiatives to the media, governmental agencies, community organizations and food banks, agricultural groups, professional associations, donors and the public at events, local meetings and at other venues as appropriate.
- Establish sound working relationships and cooperative relationships with community groups and organizations.
- Ensure a robust website, periodic newsletter, and annual report that summarize the organization's accomplishments and recognizes its volunteers and financial donors.
- Work closely with the Board president in order that the Board is kept fully informed on the condition of the organization and important factors influencing it.

### **Budget and Finance**

- Ensure that the organization has in place a financial management system that assists to manage assets, liabilities, revenues, and expenses; provides proper, regular, timely financial statements.
- Assist with tax preparation and submittal of all required state and federal documents under the direction and guidance of accounting firm and Board.
- Responds to financial information requests from members, donors and the public.
- Maintains and is thoroughly conversant with systems of financial controls.
- Work with the staff, Finance Committee, and the Board in preparing a budget and financial reports; see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.

### **Fund Development**

- Work in collaboration with the Board to create and execute an annual fundraising plan.
- Implement the approved plan in accordance with ethical fundraising principles.
- Actively seek funding opportunities: including grant writing, donor interactions, financial campaign development and management.
- Work closely with the Finance Committee to understand budget projections such that the fundraising plan aligns to meeting those needs.

- Continually track the implementation of the fundraising plan.
- Provide a monthly update to the Board at monthly meetings.
- Develop and nurture ongoing relationships with major donors, while creating a strategy for developing a large sustained base of annual individual donors.
- Track proposals and reports for all corporate fundraising.
- Monitor fundraising trends in the community and region.

#### **Board Relations**

- Assist the Board Chair in planning the agenda and materials for Board meetings.
- Initiate and assist in developing policy recommendations and in setting priorities.
- Assist in the orientation of new board members.
- Staff Board committees as an ex-officio member, as appropriate.
- Provide monthly dashboard and Executive Director Report of overall health of organization to the board.

#### **Minimum Education and/or Experience:**

- Minimum 5 years of management experience.
- Must possess a BS or BA and work experience in organizational leadership and successful fund development.
- Master's degree preferred (but not required) - in the area of human services, public health or related field.
- Must have experience working with boards of directors and administering policies and procedures.
- Must be able to communicate effectively, orally and in writing, with a variety of persons from differing socio-economic, cultural, religious and ethnic backgrounds.
- Must have demonstrated skills at developing, reading and interpreting financial statements and managing budgets.
- Preference may be given to those candidates with food bank management experience.

#### **Language Skills:**

- Speak, read and write in English to effectively interact with employees, partner agencies and the public.
- Bilingual English/Spanish preferred.

Please include cover letter with resume/CV to: [employment@foodlinktc.org](mailto:employment@foodlinktc.org)

Close date: APRIL 27, 2018.