



Board Liaison

The California Association of Food Banks (CAFB) is proud to amplify the voice of food banks on behalf of hungry Californians. We do this by influencing public policy, enhancing the social safety net, ensuring that fresh produce and healthy proteins are available to all Californians, connecting hungry residents with nutrition programs, and supporting our 41 member food banks in their work to feed our communities.

The Board Liaison is the point of collaboration between the Chief Executive Officer (CEO) and Board of Directors (Board), as well as the Leadership Team and Board committees, Member Leader, task forces, advisory groups, and any other core elements of CAFB's governance structure. The position plays a key role in tracking progress and enabling the association's strategic plan.

The primary purpose of the Board Liaison is to provide vital governance and administrative support to the Board, its Committees, the CEO, and the Leadership Team. As outlined in more detail below, the Board Liaison actively, professionally, and administratively enables these parties in:

- Governance and leadership responsibilities
- Fostering an effective relationship among the Board/Committees and the Leadership Team
- Ensuring timely and accurate exchange of communications and information between the parties
- Coordination of hosted meetings and events for these bodies

The Board Liaison reports to the CEO and will be included in Leadership Team, Board and Member meetings, as appropriate, to fulfill their duties.

Duties & Responsibilities of the Board Liaison

Supports and Facilitates an Effective Relationship

- Facilitates effective relationship between all elements of CAFB's governance structure.
- Fosters collaborative working relationships between and among Board Chair, the Board and Committee Members, CEO, and the Leadership Team.
- Ensures alignment of committee work with the strategic plan; meeting all compliance requirements.
- Helps Committees to operate within the parameters of their charters or charge.
- Manages all communication flow between members/board and the CEO; maintains the Board Portal.

Promotes Board Development

- Assists in coordinating and facilitating new Board Member onboarding and orientation.
- Assists CEO in conducting, communicating, and acting on regular governance, Board, Board Member self-assessments, peer-to-peer Board Member assessments, and committee assessments.

- Works with the CEO to build relationships with member leaders in cultivation for board positions; staffs the board's Governance Committee.
- Works with the CEO and Board Chair to ensure long-term productivity of the Board and Committees, including facilitating a smooth transition from the outgoing Board Chair to the incoming one.

Facilitates Effective Board Communications and Meetings

- Maintains discretion and confidentiality in relationships with Board /Committee Members.
- Assists in coordinating the agenda and meeting logistics for Board meetings, Executive Committee meetings, CAFB Annual meeting, and Member Leadership meetings.
- Works with Board and Committees to create and distribute the Board meeting information packet; works with leadership team members to ensure their board committee packets are appropriately developed and distributed on time.
- Prepares Board meeting minutes for approval by Board and recording by the Board Secretary.
- Works with the CEO and Board Chair to calendar Board events.

Alignment and Support Strategy

- Helps the Board Chair and CEO to stay aligned with CAFB's strategic plan and to be proactive in assisting them to meet the strategic goals.
- Participates in and supports CAFB's strategic thinking, planning and leadership.
- Responsible for special project management and support as directed by the CEO and the Board Chair.

Executive Administrative Duties

- Completes a wide variety of administrative tasks for the CEO, including composing and preparing confidential correspondence, managing the CEO's calendar, and working with the Leadership team to ensure the CEO is effectively engaged in various forums.
- Creates, organizes, and maintains accurate electronic files and hardcopy folders.
- Manages special projects for the CEO, as needed.
- Prioritizes conflicting needs; handles matters expeditiously and proactively follows through on projects to successful completion, often with deadline pressures.
- Builds and maintains relationships with and information flow to external advisors and key stakeholders of the association

Organizational Design

Reports to Chief Executive Officer

Compensation:

The Board Liaison is an exempt position with a salary range of \$70,000-\$80,000.

Benefits include generous employer paid health, dental, and vision; retirement program; life insurance; and PTO.

Required Skills and Personal Attributes

- Expert-level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Highly resourceful team player with the ability to be effective independently.
- Solid interpersonal skills and the ability to build relationships with stakeholders, including staff, Board Members, external partners, and vendors.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service and response.
- Demonstrated ability to achieve high-performance goals; meet deadlines in a fast-paced environment.
- A forward-looking thinker who actively seeks opportunities and proposes solutions.

Education and Experience Requirements.

- Bachelor's degree preferred.
- Five to 10 years of experience supporting C-suite executives, preferably in a non-profit organization; three years of experience working with a Board of Directors
- Experience and interest in internal and external communications, partnership development, and fundraising.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and social media web platforms.
- Patience, curiosity, and a sustained willingness to change one's mind.

Location

We're a small but mighty staff of 30+, working in a classic old building in downtown Oakland — conveniently located near the 19th Street BART station. Both the building and the office are ADA accessible. However, we are in a virtual office environment and look to transition back to the office in 2022.

To Apply

Please visit the link below to fill out the web form and attach your cover letter and resume where indicated. Please read the instructions carefully. Applications accepted until position is filled.

Application link: <https://fs10.formsite.com/cafb2/BoardLiaison2022/index.html>

About CAFB

The California Association of Food Banks believes that food is a fundamental right. Food is medicine, it is fuel for learning, a teacher of cultures, and convener of communities. Right now, 8 million Californians are food insecure, nearly double pre-pandemic rates. We're working to change that.

We value diversity and seek to reflect it on our team and how we do business. 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.

It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal

pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal opportunity employer, and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.