

Food for People, Inc.
PO Box 4922, Eureka, CA 95502

Invites your application for the position of:
Executive Director

Food for People, headquartered in Eureka CA, is pleased to announce a unique opportunity as our next Executive Director. We are looking for a strong, innovative individual who can work with minimal direction to replace our outgoing Executive Director who is retiring after a remarkable 22 year career. If you are a dynamic, strategic leader who enjoys being hands-on and working collaboratively to help us create a stronger, healthier Humboldt County, this is a great opportunity for you. We are seeking candidates who are enthusiastic about meeting challenges and ready to engage a dedicated group of staff and volunteers and a diverse network of community partners to help us achieve our mission and vision.

Our mission: Food for People is working to eliminate hunger and improve the health and well-being of our community through access to healthy and nutritious foods, community education, and advocacy.

Food for People is designated as the Food Bank for Humboldt County and we are considered one of Humboldt County's most prominent nonprofit organizations, providing hunger relief for more than 16,000 low income children, families, seniors, and others each month. Food for People currently operates a total of 18 countywide programs for individuals of all ages whose financial circumstances have left them without adequate resources to purchase food. A complete list of our programs is available on our web site at www.foodforpeople.org.

This is an exciting time for our organization as we are just completing construction of a new, main food bank facility that will ensure every person experiencing hunger in Humboldt County can access nutritious foods, and local children, seniors, and families can better connect with services that address the root causes of hunger and poverty.

Humboldt County and North Coast Region

Humboldt County is nestled along the Pacific coast in northern California's coastal redwood region, approximately 275 miles north of San Francisco and 100 miles south of Oregon. Humboldt County offers a welcoming environment, vibrant cultural arts and entertainment, Victorian architecture, and engaging outdoor activities that all combine to make for a wonderful place to live and work.

Rich in natural beauty, biological diversity and history, the Redwood Coast offers breathtaking views, hiking, biking, fishing, paddling, and many year-round outdoor adventurer opportunities. Eureka, the County seat overlooks historic Humboldt Bay, California's second largest bay, and home to commercial and recreational marinas. With a County population of about 135,500 residents spread throughout seven cities and multiple small unincorporated communities over a 4,000 square mile area, one can find their perfect home in town or in a rural setting with ocean views or amongst the redwoods.

The Executive Director Position:

The Executive Director holds the top management position and is responsible for the human and financial resources of Food for People in order to achieve the organization's mission. The Executive Director works collaboratively with an engaged Management Team and staff, a diverse pool of volunteers, a Board of Directors and the community. To that end, the Executive Director is responsible and accountable for all operational aspects of the organization and for implementing the policies set by the Board of Directors.

Desired Knowledge, Skills and Abilities:

We seek a leader with the ability to passionately follow Food for People's mission; has an excellent working knowledge of available financial resources and grant program opportunities available to food banks; and who possesses the knowledge and skills to efficiently administer our programs. You should have excellent oral, written, and interpersonal skills, and the ability to work effectively with an oversight Board, including the ability to engage the Board in effective resource development, and to inspire confidence by communicating candidly regarding all key issues facing the organization.

We value a leader with proven integrity who appreciates accountability, and demonstrates the highest ethical standards in all interactions. We value innovative leadership qualities which continually seek to provide excellent service through the development of new and improved methods in reducing hunger; encourage and support the best in ourselves and those we serve; and provide opportunities for everyone to participate in fulfilling our mission.

The Executive Director should have the ability to identify, cultivate and grow our donor base, work effectively to build and sustain volunteer involvement, and understand the processes involved in accessing quality nutritious foods. You should have the skill to foster cooperation and a sense of empowerment amongst our diverse staff, volunteers, and community partners, and possess a leadership style with the capacity to motivate, support, inspire, manage, and evaluate staff and independent contractors. Openness, compassion, and a commitment to diversity and inclusiveness is a must.

Qualifications:

We highly value effective leadership and experience, thus any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A complete list of the qualifications we are seeking can be found in the job description.

How to Apply:

This position is full time and salary will be based on the successful applicant's combination of skills and experience specific to the position within a range of \$100,000 to \$117,000/year. We provide health, dental, vision, and life insurance benefits, in addition to paid sick, vacation and holiday time. Optional participation in the CalSavers Retirement Savings Program is available and the organization is currently exploring other retirement plan options. This is a great position for someone who is interested in joining a diverse and dynamic team in support of an organization that truly makes a difference in thousands of lives right here in Humboldt County.

Please review the attached job description and qualifications. After reviewing, if you are interested in applying **applications must include:**

- Cover letter
- Résumé
- Completed Food for People application (available on our website at <http://foodforpeople.org/jobs>)
- At least three recent professional references and two personal references

Application packets and questions can be submitted via email to: hrteam@foodforpeople.org

This recruitment is open until filled, however for first consideration, application packets must be in the possession of Food for People no later than March 3rd, 2023. Incomplete application packets may be disqualified from consideration. Interviews will be scheduled with selected candidates.

The Selection Process:

Candidates will be kept confidential until the selected candidates are notified and invited to the interview process. Applications will be initially screened by an Executive Recruitment Subcommittee, and applications of top candidates will be presented to the Board of Directors for review. First panel interviews will likely be held virtually. The top candidates may be invited to a virtual “meet and greet” interview with the Executive Committee and the final interviews will be held with the full Board of Directors and Management Team.

Candidates will be advised of the status of the recruitment following finalist selection. Any offers of employment will be based upon the successful completion of a comprehensive reference and background check.

Job Description

Job Title: Executive Director

Job Summary: The Executive Director (ED) is responsible for the executive direction and general management of Food for People (FFP), which encompasses the planning, development, and implementation of the organization’s programs, services and immediate and long-range funding plans. This includes oversight of administrative functions; grant writing; personnel management; facilitation of the organizational development of FFP; as well as outreach and public/community relations. The ED works under the direction of the FFP Board of Directors.

Job Duties and Responsibilities

Program Planning, Development and Implementation:

- Researches and formulates recommendations for new programs and services. Involves the Management Team and relevant staff in the planning and development process. Informs, seeks approval, and solicits the involvement of the Board of Directors early in the process.
- When new funding is required, works in coordination with key staff to develop program concepts and identify staffing and budgetary needs for inclusion in funding proposals.
- Works closely with members of the Management Team to oversee the successful implementation and administration of all FFP programs. Ensures that quality standards are maintained and procedures for acquiring the statistical data necessary for reporting and analysis are developed.
- Ensures that services are being provided in a manner that aligns with the organization's mission and standards for excellent customer service.
- Works in cooperation with FFP Bookkeeper/Business Resources Manager and Finance Director to ensure that program activities, etc., comply with funding proposals and contracts.
- Works with Management Team members to prepare any program reports that may be required by funding sources.
- Works with staff, volunteers, the Humboldt County COAD (Community Organizations Active in Disaster) and the Office of Emergency Services to coordinate disaster response efforts, as needed,

Public Relations and Education:

- Works with staff to plan and coordinate presentations via local media about the root causes and impacts of hunger and poverty, provide overviews of FFP's services and engage the community in a coordinated response.
- Works with staff to respectfully convey the personal stories of hunger and poverty to help the general public, funders, legislators, and other policymakers better understand the human impact of the services FFP offers, as outlined in the organization's mission statement.
- Shares responsibility with Development Director and Director of Programs as primary public speaker for FFP.
- Works with staff to coordinate FFP-sponsored public awareness events, FFP participation in community events, and other activities as may be developed.
- Works to develop and maintain beneficial working relationships with other agencies, community networks, coalitions, individuals and organizations in Humboldt County to maximize the impact of FFP's services.
- Ensures that FFP's services are available countywide by developing partnerships with service clubs, faith-based organizations, Family and Community Resource Centers, tribal organizations and individuals.
- Represents FFP at local hunger forums or other relevant conferences, workshops, etc.
- Represents FFP via participation in networks, meetings, and conferences of regional, state, and national food assistance programs as FFP budget allows.

Funding and Grant Writing:

- Works with the Finance Director and Bookkeeper/Business Resources Manager to develop the annual organizational budget for presentation to the Board. Oversees budget modifications as may be required during the fiscal year.

- Works with the Development Director to prepare and submit funding proposals in a timely manner. Seeks assistance from the Management Team in formulating program concepts, staffing and budgetary needs.
- Establishes and maintains productive working relationships with current and potential funding sources.
- Negotiates and executes contracts with funding sources. Informs the Board of all pending contracts and finalized arrangements.
- Works with the Director of Programs and other members of the Management Team, as appropriate, to ensure program activities are in compliance with private, state and federal regulations and reporting requirements.
- Ensures, in cooperation with the Finance Director, that fiscal obligations are in compliance throughout contract term.
- Works with the Finance Director to complete the annual audit process.

Personnel Management:

- Works with the Human Resources Admin Assistant and members of the Management Team to administer all aspects of the FFP Personnel Policies.
- Supervises the Human Resources Admin Assistant and Management Team in carrying out their personnel duties and responsibilities as outlined in the FFP Employee Handbook, Injury and Illness Prevention Policies, and Personnel Policies.
- Works with the Human Resources Admin Assistant and Management Team to facilitate development of proposed new and/or revised job descriptions, conduct performance evaluations, and oversee salary/wage reviews by relevant staff.
- Hires, trains, supervises and evaluates Management Team members.
- Assists with the hiring, training and evaluation of FFP staff.
- Works with members of the Management Team and the Human Resources Admin Assistant to formulate and present personnel policy recommendations and/or updates to the Board and ensure compliance with all applicable labor laws.
- Ensures that the Board receives regular reports on staffing and personnel issues, and engages the Personnel Committee and/or full Board as needed if issues arise.

Organizational Development and Responsibilities:

- Responsible for establishing and maintaining a positive work culture for a staff of 24 that supports professional growth and increases retention.
- Fosters a culture of inclusion that actively promotes and supports the principles of diversity, equity and inclusion within the organization.
- Monitors overall agency operations and works to ensure development and maintenance of maximum staff function.
- Seeks and responds to input from co-workers when major decisions are of their direct concern. Participates in conflict resolution.
- Convenes and facilitates all Management Team meetings, which include the Operations Manager, Development Director, Director of Finance, Bookkeeper/Business Resources Manager, Director of Programs, and Volunteer and Direct Services Manager.
- Attends, reports to, and participates in all Board meetings and relevant committees.
- Performs other duties as needed and/or upon request.

Qualifications:

Must possess a combination of education, experience, skills, and abilities to carry out the job, including but not limited to, the following:

- Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
- Familiarity with the needs of low-income people living in rural areas.
- Ability to show initiative and strong leadership in a team-oriented environment.
- Demonstrates and encourages a professional and positive attitude in all job related activities.
- Excellent oral, written and interpersonal communication skills
- Ability to think creatively and strategically.
- Excellent fiscal management background that includes experience managing a multi-million dollar budget and writing and managing successful grant proposals.
- Ability to generate funds through community-based fundraising activities.
- Demonstrated ability to work under pressure to meet strict deadlines. Flexibility regarding work hours to meet deadlines.
- Experience in personnel management; including hiring, training, supervising and evaluating staff.
- Personal ability to motivate and relate positively to groups and individuals.
- Ability to work independently, without supervision and in cooperation with others.
- Experience in organizational planning and development.
- Graduation from a four-year college or university and/or minimum of five years' leadership experience, preferably working for a food bank or other nonprofit organization
- Minimum of three years' management experience, including supervision of staff
- Specialized training or experience in related fields
- Successful completion of a comprehensive reference and background check
- Valid California Class C driver's license with clean driving record
- Must possess a vehicle for frequent use in conducting FFP business and present proof of valid California driver's license and insurance coverage (\$100,000/\$300,000 limits).

Food for People is an Equal Opportunity Employer