

**POSITION TITLE:** Chief Executive Officer

**REPORTS TO:** Board of Directors

**STATUS:** Exempt, Full Time

**SALARY RANGE:** \$155,000 – \$175,000 annually, commensurate with experience

**BENEFITS:** We offer a competitive and comprehensive benefits package, including an incremental PTO plan, 14 paid holidays, a floating birthday holiday, a 401(k) plan with company match, and medical and dental insurance plans with the majority of the employee's premiums covered by the employer.

**Position Summary:** The CEO is responsible for the overall administration, management, and leadership of Feeding America Riverside San Bernardino (FARSB) including, program development, fundraising, business operations, and community relations. This individual is responsible for the creation and nurturing of new ideas and initiatives that advance the goals of FARSB. In addition, the CEO is charged with maintaining the financial health and integrity of the organization.

**Responsibilities and Duties:**

**Programs & Operations**

- Leads strategic planning for programs and services that further FARSB's mission.
- Oversees development and implementation of programs and services to meet the organization's goals.
- Implements evaluations of programs and services to ensure their ongoing effectiveness, relevance, and success.
- Oversees daily operations of FARSB, including storage and transfer of food inventory; maintenance and security of warehouse and office facilities, vehicles, and equipment; contracts; reporting; and compliance with applicable government laws and regulations.

**Fundraising**

- Oversees fundraising planning and implementation, including development of annual targets and major gifts solicitations.
- Identifies, cultivates, and solicits new individual donors and maintain a strong stewardship program for existing donors.
- Establishes strategies and supports the Board of Directors and Fundraising Committee members in cultivating donors.
- Helps identify and secure foundation, corporate, government, and in-kind support.

## Community Relations

- Serves as the primary representative of the Food Bank, engaging with volunteers, donors, partner agencies, government officials, community organizations, and the public.
- Ensures the Food Bank maintains a strong and positive public image within the community and local media.
- Develops and oversees the organization's communications strategy.
- Maintains knowledge of hunger, food equity issues, and local resources available to individuals in need.
- Fosters strong relationships with state and national food bank associations, including the California Association of Food Banks and Feeding America.
- Strengthens existing partnerships and cultivates new collaborations with government agencies, schools, businesses, nonprofits, and community partners.

## Personnel Management

- Oversees staff & volunteer management; supports leadership team in their management duties.
- Develop staff expertise by providing adequate training, supervision, and evaluation; nurturing staff's professional development; and providing learning and leadership opportunities for growth.
- Assures proper compliance with employment law as it relates to personnel matters.

## Fiscal Management

- Follow established policies, procedures, and internal controls for prudent financial management.
- Prepares an annual budget for Board approval and monitors revenue and expenses monthly to meet budget targets.
- Demonstrates a strong understanding of financial management, including the ability to interpret and analyze financial statements to assess the organization's overall financial health.

## Board Administration & Support

- Supports operations and administration of the Board by advising and informing Board members. Participates in Board and Board Committee meetings as needed.
- Assists Board Chair in setting agendas and preparing materials for meetings.
- Serves as a liaison between Board and staff.
- Provide the Board with timely and accurate accounts of Food Bank programs, needs, challenges, and opportunities to serve.
- Facilitates a regular strategic planning process.

## Required Knowledge, Skills, and Abilities

- Deep personal commitment to FARSB's mission and values.

- Authentic leadership style and personal presence; consistently eliciting trust and serving with integrity.
- Proven visionary and coaching leadership with the ability to cultivate talent through management, coaching, and mentorship.
- Demonstrated ability to invite, inspire, and implement community partnerships that benefit the organization over time.
- Ability to effectively communicate with, influence, and accomplish work through others.
- Skilled communicator, both verbally and in writing, with compelling, focused, and authentic messages catered to the audience.
- Self-directed, driven, and accountable for results and high achievement, individually and across the organization.
- Commitment to inspiring and retaining a talented team through creating a positive working environment with clear expectations and standards.
- Capacity to solve a wide range of complex problems in collaboration with others.
- Demonstrated professional flexibility on an individual and managerial level.
- Demonstrated ability to create and deliver on established timelines.

#### **Qualifications:**

- Bachelor's degree or equivalent work experience; advanced degree preferred in an applicable field.
- Minimum of 8 years of progressive leadership experience, including at least 3 years in a senior leadership role such as COO, CEO, CFO, or equivalent, preferably in a nonprofit organization.
- Direct experience reporting to and partnering with a Board of Directors; and overseeing fundraising, programs, operations, marketing, volunteer programs, and finance.
- Illustrated success in fund raising preferred, including demonstrated ability to cultivate donors, grow revenue streams, and secure major gifts, grants, and corporate or government support.
- Evidence of sound financial oversight and successful strategic planning, including budget management, fiscal accountability, and the development and execution of multi-year organizational strategies.

#### **Work Environment:**

The employee may work near moving equipment and mechanical parts and will travel throughout Riverside and San Bernardino Counties in varying weather conditions. The work environment is typically moderate at a noise level. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

#### **Physical Demands:**

This position requires frequent standing, walking, sitting, reaching, bending, and the use of hands and



arms. Employees must regularly communicate and may frequently lift and/or move up to 25 pounds. Vision requirements include close, distance, peripheral, and depth perception necessary for safe vehicle operation. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**This job description outlines the primary responsibilities of the position and is not intended to be an exhaustive list of all duties that may be assigned.**

Feeding America Riverside | San Bernardino is a drug- and tobacco-free workplace. Employment is contingent upon successful completion of a pre-employment drug screen and background check.

This job description may be modified as needed to meet the operational needs of the Food Bank.

**Want to know more?** Visit [www.feedingamericaie.org](http://www.feedingamericaie.org)

### **How to Apply**

Qualified candidates are invited to submit a cover letter and resume to [jvalentine@feedingamericaie.org](mailto:jvalentine@feedingamericaie.org) for consideration. Applications may also be submitted via the organization's website: [Employment Opportunities | Inland Empire Food Bank](#)