

# Executive Director

## Second Harvest Food Bank CCL Position Description



|                       |                               |
|-----------------------|-------------------------------|
| <b>DEPARTMENT:</b>    | Administration                |
| <b>REPORTS TO:</b>    | President, Board of Directors |
| <b>WORK HOURS:</b>    | 40                            |
| <b>LOCATION:</b>      | Springfield, Ohio             |
| <b>FLSA STATUS:</b>   | Salary Exempt                 |
| <b>SUPERVISORY:</b>   | Yes                           |
| <b>REVISION DATE:</b> | October 2024                  |

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### Position Summary:

The Executive Director leads the development and implementation of long and short-range strategic objectives, operating business plans, policies, budgets, and programs. Reporting to the Board of Directors, this position is responsible for the Food Bank's annual operating results and financial performance. Fosters resource development (food and funds) to ensure operational, programming, human resources, and financial performance objectives can be achieved. Using a communicative, collaborative leadership style, builds a strong team of board, staff, and volunteers to achieve organizational goals. The Executive Director embraces networking opportunities with Feeding America, the Ohio Association of Foodbanks, other network food bank members, and community stakeholders to strengthen relationships and build organizational excellence. Establishes performance metrics for external relations, program objectives, financial results, and operations.

### Essential Job Functions and Responsibilities:

#### Strategic Vision and Leadership

- Collaborate with the Board and senior leadership team to envision, lead and implement SHFB CCL's strategic plans ensuring that operating budgets, fundraising requirements, staff resourcing and development, and organizational priorities are aligned with the core mission and with consideration of all stakeholders.
- Lead periodic environmental and organizational scans and needs assessments to identify challenges to, and opportunities for, the achievement of the mission.
- Promote a transparent and inclusive culture and develop action plans to address, educate and innovate equity and opportunity for all.

#### Internal Programs, Operations and Staff Development

- Assesses organizational capacity to implement strategies, identifies gaps in systems and staffing, and develops plans for correction, contingency, and succession; anticipates factors accelerating or impacting success.
- Build and maintain a well-functioning, efficient organization through effective communications and collaboration: develop measurable goals and objectives to enable SHFB CCL to provide the highest level of operations, logistics, and services.

- Communicate vision, strategy, and goals to staff; establish expectations and provide coaching, guidance, and leadership as to direction, resource utilization, and expected results.
- Provide an organization-wide view of data and analytics; look for gaps in opportunities in metrics and assist all teams in the continuous improvement of measurement processes.

### **Fund Development and External Relations**

- Serve as the public face and official spokesperson of SHFB CCL; promote the mission and services to all community constituencies, prospects and donors, the general public, elected officials, government agencies, and the media.
- Cultivate relationships with current individuals, foundations, and corporate donors; identify new food bank supporters and diversify new fundraising and revenue-generating opportunities.
- Further the mission and enhance SHFB CCL's work through collaborative efforts with Feeding America, the Ohio Association of Foodbanks, network partner agencies, other food banks in the national network, other nonprofit agencies, and relevant thought leaders in adjacent spaces.

### **Financial Management and Organizational Compliance**

- Manage and lead the fiscal health of the organization; ensure that the organization's planning and budgeting process maintains a sound financial basis and supports both short-term and long-term needs and the objectives of SHFB CCL.
- Direct the preparation of the annual budget, secure Board approval, and maintain operational discipline to meet the approved budget.
- Stewardship and accountability for the organization's overall operational, ethical, and fiduciary integrity, within the guidelines and policies set by the Board, Feeding America, Governmental entities, and other applicable laws and/or regulations.
- Ensure compliance with all food and occupational safety requirements.

### **Board Relations**

- Serve as a thought partner to the Board of Directors to ensure relevant, accurate, and timely information is provided to inform and guide the Board's strategic level thinking in an ever-changing environment.
- Participate in the new Board member recruitment process and orientation.
- Evaluate and advise the board and its committees on the impact of long-range planning, introduction of new programs and strategies, and regulatory action.

**Work Environment:** Typical office and warehouse environment, with regular exposure to excessive noise, adverse environmental issues, and cooler/freezer temperatures.

**Physical Demands:** Position requires physical exertion to sit, stand, walk, stoop, verbal and written communication by phone or in person. Maximum unassisted lift 50 lbs., normal lift <40 lbs.

**Statement of Understanding:**

I have read the above position description and the expectations of the position explained to me. By signing below, I indicate my understanding of what is required of me in this position. I agree to comply by all requirements of Second Harvest Food Bank CCL and Feeding America.

***Employee signature below constitutes employee's understanding of the requirements, essential duties and responsibilities of the position.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date