



FOOD For Lane County Job Description

Job Title: Executive Director

Immediate Supervisor: Board of Directors

FSLA: Exempt

Salary: DOE

Employees Supervised: Directors of: Operations; Finance; Programs and Services; Programs and Education; Human Resources; Development; Equity Manager; Philanthropic Advisor.

SUMMARY OF POSITION: The Executive Director of FOOD For Lane County (FFLC) has overall responsibility of a \$20M+ organization (of which \$11M is in-kind food) with 80+ employees, est. 2,500 volunteers and 160 partner agencies throughout Lane County. The Executive Director works collaboratively with a board of directors and staff to establish and implement FOOD for Lane County's (FFLC) vision and long-range strategic plan, annual goals, and strategies. The Executive Director is responsible for external relations, overall oversight of operations of FFLC, and maintaining a strong internal culture. The Executive Director is the lead spokesperson with media and the community on issues related to fundraising, public policy, board recruitment, strategic direction and hunger in Lane County.

Essential Functions:

A. Public Relations and Community Engagement

1. Serve as principal voice and face of the organization. Perform frequent interviews for TV, radio and newspaper
2. Represent FFLC programs and services with knowledge and respect
3. Engage in community building with organizations such as United Way, Human Services Commission, Humans Services Forum, Oregon Food Bank Network of Food Banks, Rotary, and Chambers of Commerce
4. Actively participate in statewide network of food banks. Attend quarterly meetings and serve on committees as required

B. Board Governance and Strategic Planning

1. Lead in the development and implementation of the organization's strategic plan in conjunction with the board of directors
2. Welcome the board's role in governance and strategic direction within the organization
3. Collaborate with the board of directors to ensure sufficient support of board and committee work

4. Engage the board in meaningful volunteer service by providing timely and accurate information regarding opportunities

C. Organizational Operations

1. Collaborate with members of senior management to manage the daily and long-term operations and activities of the organization while maintaining the ability to make clear decisions that provide direction and leadership as needed
2. Manage high-level human resources decisions. Accountable for the hiring, training, supervision, evaluation and termination of FFLC's staff either directly or through senior management
3. Responsible for the overall risk management and liability of the organization

D. Organizational Mission, Vision, and Values

1. Work with FFLC's board and staff to ensure all programs and services, strategic plans, and community outreach align with the mission and values of the organization
2. Foster opportunities that create and enhance diversity, equity and inclusion within FFLC in which employees, volunteers, and community members are respected, valued and supported
3. Cultivate FFLC's values of compassion, inclusion, and collaboration

E. Fundraising

1. Work closely with the Development Director to secure the ongoing operational funds and provide leadership of capital campaigns, as applicable
2. Develop meaningful and long-term relationships with funders and donors
3. Actively support and encourage all levels of giving to the organization
4. Responsible for grant and funding compliance throughout FFLC programs and services

F. Fiscal oversight

1. Work closely with the Finance Director to ensure accurate reporting of financial reports.
2. Responsible for the financial health, vitality, and sustainability of the organization.

G. Advocacy

1. Lead FFLC's advocacy efforts addressing hunger in accordance with board-approved advocacy and public policy priorities
2. Responsible for ensuring FFLC's advocacy efforts meet compliance standards by communicating frequently with local, state and federal officials

H. Project Management

1. Work collaboratively with senior management on the direction and oversight of potential building expansions or projects that FFLC may undertake

Professional Qualifications:

- 5+ years of experience working in an administrative capacity within a non-profit environment or equivalent experience and capacity to manage a complex organization
- Excellent written and oral communication skills
- Strong interpersonal communication skills and comfort in public speaking
- Demonstrated ability to represent and enhance organizational values of collaboration, inclusion and compassion
- Effective equity and inclusion lens
- Demonstrated knowledge of financial budgeting and planning skills
- Proven track record in successful fundraising
- Ability to be an inquisitive and eager learner
- Spanish speaking a plus

Requirements:

- Valid driver's license, safe driving record, current vehicle insurance and ability to use personal vehicle for FFLC business
- Willingness to travel within Oregon and out of state
- Ability to pass an initial criminal background check

Working Conditions:

Work is typically performed in an office environment, in a variety of settings, and among diverse stakeholders and audiences. Significant time is spent in meetings, at a computer screen, on the phone or speaking before large audiences. Work is frequently conducted outside of standard business hours. Travel throughout Lane County and the state of Oregon is often required.

This job description does not list all duties of the job. FOOD for Lane County has the right to revise this job description at any time. The job description is not a contract for employment.

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, marital status, genetic information, veteran status, diverse ability, or any other characteristic protected under local, state or federal law.

Revised 04/2023