



The **Food Bank of South Central Michigan (FBSCM)** – www.foodbankofscm.org is seeking an Executive Director to usher this noble organization into its next growth phase. While FBSCM has experienced much success in its 35+ year history, it has struggled as of late to find an Executive Director capable of setting a vision for the new wave of food banking; a leader who inspires the trust and confidence of the Board, staff and multiple key stakeholders. This essential, regional food distribution network is headquartered in Battle Creek, MI and serves those residing in the surrounding 8-counties. With strong funding partnerships (including several Fortune 500 companies), an experienced team, a new and energized board and a mission that resonates with families, donors and policymakers alike, this organization is ripe for an entrepreneurial leader who wants to make their mark in a meaningful way.

The successful candidate will be a talented networker who demonstrates a proactive management style and strong business acumen; a person capable of leading the FBSCM's 27 employees and army of volunteers as they distribute over 8 million pounds of food to more than 189,000 people in need every year. As the public face of this Food Bank, the Executive Director must have an engaging, compelling presence and be genuine in their desire to achieve food security in this region!

DUTIES:

The Executive Director is responsible for the overall administration and management of the FBSCM, including its staff, programs, facilities, finances, events and partnerships. Guided by the 12-member Board of Directors, the Executive Director's primary focus will be to ensure that the FBSCM's services and funding relationships are robust enough to meet or exceed strategic goals and objectives. Areas of responsibility include roughly 40% of time spent on oversight of internal operations (programming, finance, human resources, marketing/communications, administration, etc.) and 60% of time managing and promoting external affairs (public relations, fundraising, partnership development, etc.).

Specific job duties include:

Operations and Food Supply

- Implement work plans to meet strategic objectives; Provide guidance, direction and authorization to carry out plans in conjunction with senior leadership
- Propose new policies and administer existing operational policies in accordance with Board approval
- Review operating results of the organization and take steps to correct any issues or concerns
- Ensure all current health and safety standards are met; Ensure proper inspection, handling, storage and distribution; accounting for all products in accordance with Feeding America (national) requirements/contracts and all applicable laws and regulations
- Ensure sufficient food resources are obtained and efficiently distributed to fulfill the needs of various FBSCM programs and commitments

Personnel Management

- Directly oversee the current leadership team and indirectly manage the remaining FBSCM staff and volunteers

- Assure proper compliance with employment law as it relates to personnel matters
- Assist in identifying, recruiting and educating FBSCM leadership personnel
- Provide adequate training, supervision and evaluation of staff in a fair and equitable manner
- Develop expertise in staff by encouraging further education and training; providing learning and leadership opportunities for growth
- Oversee all disciplinary actions including terminations

Fiscal Management

- Follow established policies, procedures and internal controls for prudent financial management
- Prepare operational and capital budget and monitor monthly
- Manage FBSCM assets, liabilities, revenues and expenses in a manner that is fiscally sound; ensure that the FBSCM maintains reserved funds and completes the annual audit
- Provide proper financial record keeping and reporting to the Board of Directors (BOD) through established progress reports and transparent, ongoing communications
- Ensure timely fundraising goals are set and met
- Seek new/additional revenue through diverse sources including grants, partnerships, donations, etc. (Current revenue averages \$14.5M annually)

Planning and Development

- Facilitate strategic planning, including short-term and long-term goal setting, objectives, plans and policies
- Responsible for all property and assets assigned to or in the custody of FBSCM; Authorize the purchase, installation, maintenance and operation of all equipment and facilities within Board parameters
- Support the work of the FBSCM Board of Directors, providing staff support to the Board, officers and committees as needed

Communication and Public Relations

- Serve as the primary spokesperson for FBSCM, demonstrating diplomacy and tact
- Position FBSCM as the principal agency throughout south-central Michigan to address hunger-related issues; Promote the FBSCM and its initiatives through relationships with the media, governmental agencies, community and corporate organizations, agricultural groups, foundations, donors and the public at events, local meetings and at other venues as appropriate
- Advocate for the FBSCM on hunger issues (in conjunction with Food Bank Council of Michigan and Feeding America) to legislative bodies
- Represent the FBSCM in regional and national collaborative efforts to address food insecurity

QUALIFICATIONS:

The ideal candidate will have a Master's degree in business, finance, planning or public administration and 5+ years of senior leadership experience in the non-profit sector. Prior food banking experience or experience with large-scale capital campaigns is a plus! This is a high-level position requiring strong leadership, communication and interpersonal skills. A successful candidate will demonstrate the ability to secure funding and implement innovative programs

and services in collaboration with the FBSCM staff, BOD, key stakeholders, community partners, donors and volunteers.

COMPENSATION AND BENEFITS:

The Food Bank of South Central Michigan offers a dynamic, challenging work environment with ample opportunity for professional and personal fulfillment, competitive compensation (including relocation assistance if needed) and a full benefit package. To express your interest in this position, please submit your resume, salary requirements and a cover letter explaining how your qualifications relate to this position. Materials can be sent to jodischafer@hrmservices.biz. EOE. No phone calls please.