Executive Director Job Posting

Food Bank of Central New York – www.foodbankcny.org is seeking an Executive Director who is passionate about ending hunger! Our 35-year-old food distribution network, covers eleven counties of New York State to provide more than 35,000 meals a day for the communities we serve. Our mission requires an empowering, collaborative leader with a proven track record of leading a growing organization of programs, partnerships and someone who is a talented relationship builder.

Our next Executive Director will be instrumental in strategically growing the Food Bank of Central New York into the next phase of service to the community! The successful candidate will be a talented networker who demonstrates an inclusive, transparent management style and strong business acumen; a person capable of leading the Food Bank’s 60+ employees and 500+ volunteers as they distribute almost 18 million pounds of food to those in need. As the public face of our region’s Food Bank, the Executive Director must have an engaging, compelling presence and be genuine in their desire to alleviate hunger in our community! The Executive Director should be skilled in communication and networking.

DUTIES:
The Executive Director (ED) is responsible for the overall administration, management and strategic guidance of the Food Bank of Central New York, including its staff, programs, facilities, finances, events and partnerships. Reporting to the 17-member Board of Directors (BOD), the ED’s primary focus will be to ensure that the Food Bank’s services and funding relationships are robust enough to meet or exceed strategic goals and objectives. Areas of responsibility include oversight of internal operations (warehousing and distribution, programming, agency relations, finance, human resources, marketing/communications, administration, etc.) as well as management and promotion of external affairs, such as public relations, fundraising, and partnership development.

Specific job duties include:

Operations and Personnel Management
- Implement work plans to meet strategic objectives; provide guidance, direction and authorization to carry out plans in conjunction with senior leadership
- Administer operational policies in accordance with Board approval
- Review operating results of the organization and take steps to correct any issues or concerns
- Directly oversee the executive leadership team and indirectly manage the Food Bank staff and volunteers
- Assure proper compliance with employment law as it relates to personnel matters
- Assist in identifying, recruiting and educating Food Bank leadership personnel
- Set an example of leadership for the entire staff that is inspiring, supportive of open communication, and laser-focused on our mission
- 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 and adequate cash flow
- Oversee operational budget in conjunction with the CFO and for approval by the Board (the budget is $11M currently) and monitor monthly
- Manage Food Bank assets, liabilities, revenues and expenses in a manner that is fiscally sound; ensure that the Food Bank maintains reserved funds and completes the annual audit
- Ensure proper financial record keeping and reporting to the BOD through regular progress reports and transparent, ongoing communications
- Ensure timely fundraising goals are established and met
- Pursue new revenue streams and in-kind donations through diverse sources including partnerships, grants, events, etc.
- Oversee and ensure the accuracy of grant applications, proposals and reports

Planning and Development
- Facilitate and implement strategic planning, including short-term and long-term goal setting, objectives, plans and policies
- Support the work of the Food Bank of CNY Board of Directors, providing staff support to the Board, Officers and committees as needed

Communication and Public Relations
- Along with the BOD President, serve as the primary spokesperson for Food Bank of Central New York, demonstrating sensitivity, diplomacy and tact
- Promote the Food Bank 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 Food Bank on hunger issues (in conjunction with Feeding NYS and Feeding America) to state and federal legislative bodies
- Represent Food Bank of Central New York in regional and national collaborative efforts to address food insecurity

QUALIFICATIONS:

Education
The ideal candidate is required to have a Bachelors' degree in business, finance, planning or public administration. (Master's degree preferred)

Experience
Preferred experience in non-profit organizations, food industry management or business administration. At least 5 years of senior leadership experience; preferably in an organization that has experienced considerable growth. Knowledge of human service systems, public relations and marketing, fundraising for charitable causes, organizational planning and human resource management.

Leadership Skills
This is a high-level position requiring strong leadership, financial management experience and well-developed interpersonal skills. A successful candidate will have excellent oral and written communications, strong interpersonal and networking ability; strategic thinking and business acumen; dedication to diversity and inclusion, building teams; ability to work effectively with volunteer boards and committees; an experienced shared/collaborative leadership style; ability to plan, monitor and evaluate budgets; ability to plan organize and implement activities appropriate to the advancement of organizational goals; experience supervising and managing people.

COMPENSATION AND BENEFITS:
Food Bank of Central New York offers a dynamic, challenging work environment with ample opportunity for professional and personal fulfillment, competitive compensation 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 executivesearch@foodbankcny.org. EOE. No phone calls please.
REFERENCES & BACKGROUND INFORMATION

It is Food Bank of Central New York's policy to complete an extensive background and reference check of candidates. Candidates are asked to provide a list of three references that should include, but are not limited to, a supervisor, a peer, or an industry colleague, when applicable. Food Bank of Central New York respects the issue of confidentiality and conducts the reference checks accordingly.