

## Executive Position Description

### **Executive Director Emergency Foodshelf Network**



[www.emergencyfoodshelf.org/](http://www.emergencyfoodshelf.org/)

*On behalf of our client, Emergency Foodshelf Network, KeyStone Search is conducting a retained search for an Executive Director.*

#### **ORGANIZATION BACKGROUND**

The mission of Emergency Foodshelf Network is to provide access to nutritious, culturally-specific foods to serve the changing needs in our communities. Founded in 1976, the Emergency Foodshelf Network (EFN) has grown from a network of 15 foodshelves in Hennepin County to a full service foodbank with 238 member hunger relief programs across the state of Minnesota. Over its 34 year history EFN has expanded its services and programs to meet the growing and changing need for emergency food. Throughout this targeted expansion EFN's programs have always supported the immediate and long-term needs of our members and their clients – providing emergency food and building infrastructure and program delivery to ensure members are able to provide services into the future.

In 1996 EFN expanded the original Bulk Purchasing and Foodshelf Support programs to offer an increased amount of nutritious and culturally appropriate foods in inventory and established a broader focus on fighting the multiple causes of hunger and multiple needs of hunger relief programs. In 2001 EFN launched our first supplemental nutrition programs – Mobile Foodshelf and Fare For All – and began expanding the support services offered to foodshelves to include client management software, free delivery, and increased outreach and advocacy. By 2007 EFN's family of programs included a Culturally Specific Mobile Foodshelf, Fare For All Express, and nutrition education programs. These programs fill the significant need not met by a once a month package of emergency food and represent a holistic approach to hunger relief.

EFN is a leader in working directly with community organizations to offer targeted emergency and supplemental food that is nutritious, high quality, and culturally specific. EFN members - foodshelves, on-site meal programs, and reduced cost grocery

distribution sites - received more than \$11 million in benefits and 8 million pounds of food in 2009 to over 2 million people. Through its network of over 230 foodshelves and other hunger relief programs, EFN's service area spans 31 counties throughout Minnesota.

The Emergency Foodshelf Network operates on an annual budget of approximately \$5.5 million, with over 20 employees and is governed by an 11 member board of directors. Funding for the EFN's programs is provided by government funding, donated assets, corporate and family foundations and earned revenues. The Emergency Foodshelf Network also relies on the generosity of thousands of individual donors.

## **POSITION OVERVIEW**

As the leader of a regional hunger relief program, EFN's Executive Director has an incredible opportunity to continue to expand EFN's innovative and unique programming to help those most in need. Working with the Board of Directors, the Executive Director provides vision and leadership for the Emergency Foodshelf Network. The Executive Director is charged with ensuring the organization's vibrancy, growth, and innovative achievement and financial health within a constantly changing environment.

The new Executive Director will execute the five goals of the new Strategic Plan adopted by the EFN board in March 2010. The goals include:

- Ensuring fiscal solvency of the organization
- Distributing quality and nutritious food through EFN programs/services
- Enhancing the organizations reach in the community
- Maximizing efficiency throughout all areas of the organization
- Sustaining positive team culture

The Executive Director is ultimately responsible for management of all Emergency Foodshelf Network employees. The current direct reports to the position include: the Operations Manager, the Programs Manager, the Acquisitions Manager and the Community Relations Manager.

## **KEY ACCOUNTABILITIES**

The Executive Director of Emergency Foodshelf Network is responsible for strategic leadership with both internal and external stakeholders. Specific responsibilities include:

### **Administration and Program Development:**

- Responsible for shaping an organization that attracts and retains a diverse and highly engaged board of directors.
- Assures that the organization has short and long-range strategies that achieve its mission with consistent and timely progress.
- Provides leadership in developing programs, organizational and financial plans with the Board of Directors and staff. Carries out the plans and policies authorized by the Board.
- Promotes active and broad participation by staff in all areas of the agency's work.
- Maintains a working knowledge of significant developments and trends in hunger relief programs.

**Fundraising and Revenue Development:**

- Leads the creation and implementation of product development that will generate additional revenue streams to reinvest in ongoing programs and to reduce the dependence on government grants.
- Drives fundraising strategies and campaigns that will lead to the future growth of the organization.

**Management:**

- Models leadership behaviors that lead to a productive, professionally competent workforce in an environment respectful of personal well being and cultural diversity.
- Encourages staff development and education, and assists program staff in relating their specialized work to the total program of the agency.
- Maintains a climate that attracts, keeps, and motivates a diverse staff of top quality people that also provides opportunities for advancement.

**Budget and Finance:**

- Ensures the fiscal vitality of the organization through monitoring of budgets, grants, and capital assets.
- Works with the staff, Finance Committee, and the board in preparing the annual budget.
- Ensures that adequate funds are available to permit the organization to carry out its work.

**Outreach and External Relations:**

- Acts as the voice and face of the Emergency Food Network. He/she must be able to present an eloquent, clear, and compelling interpretation of the EFN's mission and goals.
- Responsible for maintaining constructive relationships with member agencies, public and private sector funders.
- Keeps the Board of Directors fully informed on the condition of the EFN and all important factors influencing it.
- Attracts interest and raises visibility by marketing the activities of EFN, its programs and goals.

**QUALIFICATIONS**

The ideal candidate for this position is an experienced and visionary professional with a passion for the importance of providing access to nutritious food. The successful candidate will be a person of integrity and stature in their community with proven leadership experience, an entrepreneurial spirit, exemplary business and/or nonprofit management skills, and a strong commitment to raising the visibility and impact of EFN. Fundraising, community relations and partnerships, and board development are all key components of this challenging role.

A master's degree is strongly preferred. Some combination of a bachelor's degree and substantial experience may substitute for the master's degree. Seven to ten years of progressively responsible experience in the delivery, supervision and administration of

human services programs is desired. Significant experience in broad external relations is required. Other essential skills and experience include:

- A proven track record of success in a professional environment - leading, building and growing an organization through a collaborative leadership style.
- An entrepreneurial leader with the ability to bring in new ideas and programs that drive positive organizational results.
- The willingness, presence and capacity to be EFN's face to the public, which includes being an effective communicator, a persuasive influencer, and a good listener.
- Demonstrated financial management and budgeting abilities – preferably in a nonprofit arena.
- Outstanding leadership, planning, organizational, and management skills.
- Ability to establish and maintain excellent, productive relationships with the Board of Directors, EFN staff, community-based partners and private and public sector funders.
- Ability to build relationships and work effectively with people from diverse cultures and backgrounds.

### COMPENSATION

The salary and benefits package for this position is commensurate with experience and competitive with similar nonprofits.

### CONTACT

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