



The KPFB's mission is to provide nourishing food to those in need and to promote public awareness of hunger issues. We are dedicated to addressing hunger on the Kenai Peninsula by distributing food to the hungry directly or through associated nonprofit agencies.

We feed people because no one deserves to be hungry!

POSITION DESCRIPTION EXECUTIVE DIRECTOR

Department: Administration
Location: Soldotna, Alaska

Classification: Exempt; salaried
Status: Full-time

DEFINITION

The Executive Director (ED) is responsible for overseeing the general operations of the Kenai Peninsula Food Bank organization and reports directly to the Board of Directors with direct supervision from the President of the Board. The ED provides direction and guidance to the Development Director, Programs Coordinator, and Warehouse Foreman with general supervision of all other staff and volunteers.

OVERALL RESPONSIBILITY

A passion for the non-profit mission is essential with the ED possessing strong people skills in dealing with a diverse client population and combination of employees and volunteers. Daily situations require patience, thoughtfulness, and flexibility while strategically guiding and planning for the successful operation of the food bank.

DUTIES & RESPONSIBILITIES

The Executive Directors responsibilities include, but are not limited to the following:

Primary Responsibilities

- Promoting and abiding by KPFB's mission and values.
- Developing and maintaining an effective partnership with the Board of Directors; providing the board with key information for sound strategic decision making.
- Implementing the organization's strategic plan to direct the Food Bank's growth and continued positive impact on the lives of clients.
- Assuring that the facility is operated within the guidelines established by the Board of Directors, Feeding America, and other regulatory bodies.
- Maintaining a working knowledge of issues relating to hunger and food equity issues in America as well as local social services and available resources.
- Maintaining a knowledgeable and strong working relationship with all government entities as well as community organizations.
- Identifying and cultivating relationships with strategic partnerships for programs and funding.

- Effectively communicate with diverse Food Bank stakeholders including business and governmental officials, funders and individuals in need of food assistance.
- Giving insight to and assists the Board Finance Committee in the preparation of and monitoring of an approximately \$600,000 budget.
- Responsibly managing revenues and expenses to meet budget targets.

Secondary Responsibilities

- Maintaining a strong, positive and professional working environment that attracts, develops, motivates and retains qualified staff and volunteers.
- Providing leadership to staff, donors and volunteers to further the work of the organization in meeting shared objectives.
- Assuring compliance with local, state, and federal controls and regulations.
- Giving direction to and assists Development Director in fundraising activities including, but not limited: building relationships, making the ask, grant reporting and compliance.
- Serving as Chief Spokesperson for Kenai Peninsula Food Bank in communicating its' purpose and programs; representing the organization at community events and luncheons, responses to media, and advocating for those we serve
- Working in partnership with the Board President and board committee chairs to support an engaged and effective board.
- Working with Board President to develop and prepare board agendas.
- Recommending all policy and operational changes to the Board of Directors.
- Ensuring overall facility maintenance and risk management for the organization.
- Successfully performs other assigned duties and administrative projects as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

- Alignment with KPFB's mission and values.
- Ability to maintain strict confidentiality regarding all issues pertaining to the food bank's operation.
- Knowledge and experience in fundraising for charitable causes to grow revenue for the organization.
- Knowledge of nutrition and or food industry management preferred.
- Demonstrated ability to lead staff and assist the board while fostering teamwork among all groups of people connected with the Food Bank.
- Proven track record of excellent and effective oral and written communications skills.
- Computer competence with Microsoft software and QuickBooks programs relevant to the operation of the Food Bank.
- Proven track record of experience successfully supervising and implementing activities appropriate to the advancement of organizational goals.
- Ability to safely lift 30 pounds possesses a valid Alaska Driver's license and ability to successfully pass background checks.
- Flexibility to work weekends and evening hours as required.

EXPERIENCE and EDUCATION

- Bachelor's degree in Business or Public Administration
- Minimum five years of management level experience in a nonprofit organization preferred. Proven track record of effective planning, fundraising, managing others, overseeing finance and working with Boards.
- Minimum five years experience in program development oversight preferred.
- Previous experience with nonprofit food bank type organizations and understanding of the complex issues related to hunger, and advocacy on behalf of low income families preferred.

NOTES: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. The Kenai Peninsula Food Bank is an at-will employer.

HOW TO APPLY: To be considered for this opportunity, qualified applicants can send his/her letter of interest and resume to KPFB.search@forakergroup.org. This position is open until filled. However, applications, letters of interest and resumes will be reviewed on December 18, 2017.

11/10/17

