



The **Food Bank of Northwest Indiana** – [www.foodbanknwi.org](http://www.foodbanknwi.org) is seeking an Executive Director who is passionate about ending hunger! Our 35+ year-old regional food distribution network has recently moved into a new facility (that is 6x the size of our previous location!) with the financial help and community support of the two counties in which we serve. However, meeting the needs of nearly 100,000 food insecure children, families and seniors in Lake and Porter counties requires more than just food and space. Our mission requires an empowering, collaborative leader with a proven track record of growing programs, partnerships and revenue; someone who is a talented relationship builder with high professional ethics.

Our next Executive Director will be instrumental in ushering the Food Bank of Northwest Indiana into this next growth phase! 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 25+ employees and 1,200+ volunteers as they distribute almost 5 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!

#### DUTIES:

The Executive Director (ED) is responsible for the overall administration and management of the Food Bank of Northwest Indiana, including its staff, programs, facilities, finances, events and partnerships. Guided by the 12-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 roughly 40% of time spent on oversight of internal operations (warehousing and distribution, programming, agency relations, 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 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 current leadership team (4 Directors) and indirectly manage the remaining Food Bank staff (~20 employees) 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 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
- Prepare operational budget in consultation with the Board and the Director of Finance (~\$2M 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
- Provide proper financial record keeping and reporting to the BOD through regular dashboard progress reports and transparent, ongoing communications
- Ensure timely fundraising goals are set and met
- Seek new/additional revenue and in-kind donations through diverse sources including partnerships, grants, events, etc. (Current revenue averages \$10M annually)
- 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
- Develop plans in conjunction with the BOD for the full utilization of the new facility
- Support the work of the Food Bank 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 the Food Bank of Northwest Indiana, 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 Indiana's Hungry and Feeding America) to legislative bodies
- Represent the Food Bank of Northwest Indiana in regional and national collaborative efforts to address food insecurity

### QUALIFICATIONS:

The ideal candidate will have a degree (Master's degree preferred) in business, finance, planning or public administration and 5+ years of senior leadership experience; preferably in an organization that has experienced considerable growth. This is a high-level position requiring strong leadership, financial management experience and well-developed interpersonal skills. A successful candidate will demonstrate the ability to secure funding and implement innovative programs and services in collaboration with the Food Bank of Northwest Indiana staff, BOD, key stakeholders, community partners, donors, recipients and volunteers.

### COMPENSATION AND BENEFITS:

The Food Bank of Northwest Indiana 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 [jodischafer@workwithhrm.com](mailto:jodischafer@workwithhrm.com). EOE. No phone calls please.