

Executive Director Job Description

Interfaith Food Ministry of Nevada County (IFM)

Job Description: Executive Director (ED_)

The Executive Director is responsible for overseeing Interfaith Food Ministry's operations, coordinating with the Development Director, and being the primary spokesperson for IFM. The ED reports directly to the Board President, works closely with the Treasurer and Development Director (DD), and communicates regularly with the Board of Directors (BOD).

The ED provides leadership, management, and coordination for IFM operations, food procurement, safety, volunteers, and physical assets. Additionally the ED will coordinate with the Development Director to support fund development programs and is considered the primary ambassador and 'voice of IFM'.

This is a 20-hour, paid part-time position.

Responsibilities

- Manage the day-to-day operations of the food delivery program
- Recruit, schedule, manage, and train volunteers through Volunteer Coordinators and Supervisors to support the operational requirements of IFM.
- Focus on supporting volunteer morale.
- Continually improve operational efficiencies to help keep costs down and throughput up.
- Manage the facility through volunteer Facility Director to ensure a safe operating environment, a well maintained building, adequate supplies, code compliance, and project delivery.
- Establish annual operations goals and provide budget input to the Treasurer.
- Oversee the Hunger to Health Committee (focused on providing nutritional food).
- Oversee the Food Committee (focused on ensuring adequate food stock and lowest cost procurement of approved food).
- Provides problem resolution support for clients, supervisors, and volunteers.
- Serve as primary spokesperson and advocate for IFM's mission within the local community and media.
- Working with the DD, support fund development programs.
- Work with the DD and IFM clients to capture their voice to help the community better understand their circumstances and plight.
- Work with the DD to develop and coordinate food drives.
- Provide backup to the DD when required.

Qualifications and Experience

The ideal candidate will have:

- At least 3-5 years experience directing a non profit operations program, preferably food bank or food pantry through volunteers.
- Bachelor's degree in business, non profit management, or in a related field or the equivalent in work experience.
- Experience in organizing a large group of volunteers.
- Computer literacy.
- Outstanding interpersonal, communication, writing and public speaking skills.
- Demonstrated leadership and management skills.
- An entrepreneurial, flexible and resourceful spirit.
- A passion for IFM, their clients, and mission to help reduce food insecurity.

Physical and Personal Requirements

- Requires sitting at a computer for up to 8 hrs/day.
- Ability to lift 30 pounds.
- California Driver's license with auto insurance verification.
- Must be willing and able to work some weekends, evenings and early mornings.