

## Job Description

### Overview:

Just Food is the food bank of Douglas County, supplying about 30 partner agencies with fresh produce, dairy products, meat, bread, and pantry staples. Tuesday through Friday, Just Food operates a food pantry out of our main building serving around 400 families daily. We are a team dedicated to our guiding principles and listening to our clients and community to serve the larger needs of our neighbors facing hunger.

We are currently hiring for the **Executive Director** position.

### Job Duties and Responsibilities

- Organizational Management
  - Collaborate with the Board of Directors and staff to identify, create and implement strategic plans to actualize business objectives
  - Identify, recruit, train and develop a talented team of employees who can lead critical departments and manage strategic organizational functions. This includes facilitating staff meetings including team meetings, director 1-on-1 meetings and weekly all-staff meetings, with an emphasis on collaboration and teamwork
  - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions. This includes the creation of the Board materials including agendas and Board reports
  - Share responsibility for the fiscal integrity of Just Food to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
  - Provide leadership to internal Impact Team, including ensuring effective systems to track progress, and regularly evaluate program to measure successes that can be effectively communicated to the board, funders, and other constituents
  - Serve as or designate staff member as liaison for the board committees
  - Provide leadership to all operational areas; oversee strategies and plans for operations, facilities, logistics and technology utilization
  - Attend Board Executive Committee meetings
  - Help establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit

- Participate in annual review of Just Food insurance policies include health, life, vision, D&O, Auto, Workers Comp and General Liability
- Help review and manage Just Food lease agreements
- Manage employees, including difficult conversations, improvement plans, and hiring/firing as necessary
- Fundraising
  - Help develop and maintain relationships with Just Food donors, elected officials, stakeholders and funders
  - Help serve as organizational spokesperson for any funding and advocacy opportunity
  - Oversee strategies and plans for all areas of resource development, including food acquisition, community outreach, volunteer management, community relations and public policy
- Communications
  - Share responsibility for the enhancement of Just Food's image by being active and visible in the community and by working closely with other professional, civic, and private organizations
  - Help execute Just Food public speaking opportunities that result in high yield / impact for Just Food
- Community Partnerships
  - Help serve as the Just Food liaison for community coalitions: including but not limited to the Coalition for Human Services, The Douglas County Food Policy Council - Equity Working Group, Northeast Kansas Hunger Action Team, Harvesters Agency Advisory Council, and the Kansas Food Action Network
  - Help identify opportunities for new strategic partnerships that advance Just Food's mission and vision
  - Help oversee relationship management with Just Food community partners including satellite food pantries and partner organizations
  - Serve as main contact for Harvesters food bank and ensure maintained relationship including accurate reporting and engaging on collaboration efforts
  - Help cultivate sponsorships for Just Food events and oversee corporate giving
  - Help establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Just Food's Mission.

## **Educational & Experience Parameters**

- **Required:**

- Minimum of Bachelor's degree (or equivalent experience) and demonstrated leadership and managerial skills and experience
- Ability to work independently as well as part of a team with diverse groups of staff, board and committee members, volunteers, and other community constituents
- Excellent communication (written and oral) and interpersonal skills
- Proven ability to motivate and manage individuals and groups
- Understanding of and experience with non-profit culture and funding mechanisms
- Successful grant-writing experience
- Successful management of donor relationships

- **Preferred:**

- Familiarity with Lawrence and Douglas County
- Experience with food banks and food systems
- Experience with Google G-Suite

**Salary:** Minimum \$70,000/year (exempt) + bonus potential, final determination commensurate with experience

Paychecks distributed biweekly.

## **Benefits**

Available after 90 days (immediate if currently employed by Just Food):

- Company-paid healthcare, life, vision, and dental insurance
- SIMPLE IRA retirement account with up to 3% company match
- Vacation/PTO: 8 hours accrued monthly.
  - Accrual rate and maximum balance increase with time served
- Holidays: 11 paid holidays (all major U.S. holidays)
- Sick Time: 14 days per year

EOE: disability/veteran

**To apply:** Submit application materials (cover letter and resume) to:

[JustFoodED2022@justfoodks.org](mailto:JustFoodED2022@justfoodks.org)

Application Review Begins September 6, 2022.