



DIRECTOR

Exempt - 32 hours per week

SUMMARY:

Reporting to the Board of Directors this position ensures proper delivery of services to clients; is responsible for future program development, budget development and execution, grant writing and reporting, volunteer recruitment and retention; and develops and maintains positive community and organizational relationships. The Food Closet Director has overall strategic and operational responsibility for Carson Valley Community Food Closet's staff, volunteers, programs, expansion, and execution of its mission.

ESSENTIAL FUNCTIONS

Leadership and Board Oversight

- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carries out plans and policies created in the organization's annual plan.
- Lead Board members, staff, volunteers, and donors and volunteers to further the work of the Food Closet and meet the annual plan objectives and ensure quality service delivery to clients.
- Work in partnership with the Board Chairman and board committee chairs to support an engaged, effective board.
- Participate in ongoing professional development such as trainings, webinars, reading and research.
- Maintain working knowledge of hunger and food equity issues as well as working knowledge of significant developments and trends in the field.

Fund Development

- Develop and execute annual fund development plan to ensure that the organization has the funds to meet its goals.
- Help identify, cultivate, and solicit individual donors and maintain a strong stewardship program for existing donors.
- Help identify and secure foundation, corporate, government, and in-kind support.

Operations

- Oversee hiring and performance of staff and consultants. Recruit, trains, and manages staff. Prepare and conduct annual performance evaluations.
- Help recruit new volunteers and retain existing volunteers.
- Maintain a strong, positive and professional working environment that attracts and retains qualified staff and volunteers.
- Ensure overall facility maintenance and risk management. Adheres to food safety regulations.

Community Resource Management

- Establish and maintain strong relationships with community organizations and government entities such as Food Bank of Northern Nevada, Douglas County, Douglas County and Washoe Tribe Social Services, and Carson Valley Chamber of Commerce.
- Represent the Food Closet and point of view of the organization to agencies, organizations, and the general public.
- Identify and develop strategic partnerships for programs and funding.

Financial Oversight

- In collaboration with the Finance Committee, establish and implement the annual operating budget.
- Manage revenues and expenses to meet budget targets.
- Assure compliance with controls and regulations.

Events, Outreach, and Programs

- Coordinates the planning and deployment of special events, projects, outreach and fundraisers.
- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Ensure effective systems to track service data. Regularly evaluate program components to measure data that can be effectively communicated to the board, funders, and other constituents.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

- Demonstrated ability to lead an organization through change and growth
- Experience developing and overseeing a budget of \$200,000+
- Successful experience in fundraising from a variety of sources
- Experience motivating and appreciating volunteers
- Demonstrated ability to lead and manage staff and boards and to foster teamwork among groups of people
- Strong listening, public speaking and writing skills
- Experience in program development and oversight
- Experience working with at-risk and low to moderate income individuals and families.
- Professional demeanor when presenting or communicating with donors and other members of the public.
- Strong administrative skills including; Microsoft Office; Word, Excel and PowerPoint, typing 40 wpm, and strong communication/ grammar skills. Ability to work on databases, coordinate calendars, edit/ type documents.

QUALIFICATIONS

The position of Director will be a proven leader with a history of success, an excellent communicator, and a strong collaborator. A passion for the mission and the community are essential. The Director needs to have great people skills and be comfortable with diverse

populations including people who are homeless or going through other traumatic experiences. Whether the freezer breaks, a delivery does not come through, or a donor does not renew a gift, the leader needs to be able handle a variety of different situations with thoughtfulness, flexibility, and resilience.

EDUCATION and/or EXPERIENCE

Five or more years of executive level experience that includes planning, fundraising, managing staff/volunteers, overseeing finances, and working with boards. Bachelor's Degree or comparable experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, and business correspondence; effectively present information and respond to questions from groups of diverse individuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rates, ratio, and percentages; create and interpret graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to apply independent and original thinking.

CERTIFICATES, LICENSES, REGISTRATIONS

Typing certificate with speed and accuracy at a rate of 30 – 45 words per minute. Certificates and/or Licenses in relevant field preferred. Driver's license with clean driving record, reliable transportation and current auto insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or carry up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

This position primarily resides in an office within a warehouse. The noise level may tend to be noisy and temperatures are subject to change regularly. Frequent interruptions or occasional crisis situations may occur. Duties may require daily travel to meetings, trainings, or other job related activities.