



ESTACADA AREA FOOD BANK

REVISED 11/30/2022

EXECUTIVE DIRECTOR

Job Summary:

The Executive Director (ED) is responsible for overseeing the administration and strategic initiatives, as well as the successful implementation of the daily food distribution programs of the Estacada Area Food Bank. The ED manages all aspects of volunteer staffing, hired staffing, and client experience. The ED ensures that food is safely and efficiently distributed, supplies effectively utilized, and facilities safely maintained. The ED will be responsible for ensuring all State and Federal laws are followed, including Oregon Food Bank certification requirements and the industry best practices for governance of not-for-profit organizations. The ED provides on-site supervision of all week-day distributions and participates in Board meetings. The ED reports to the Estacada Area Food Bank (EAFB) Board of Directors (BOD). This is a part-time, 24 hours/week (EAFB open days are Tuesdays, Wednesdays & Thursdays), salaried, exempt position, compensated at a rate of \$684/week, and offers 10 days of paid time off per year.

Duties and Responsibilities:

Volunteer Management

- Provide leadership for volunteer workforce; maintain open communication to keep volunteers informed and motivated.
- Recruit, train, assign/schedule, and supervise volunteer workforce.

Staff Management

- Provide leadership for staff workforce; maintain open communication to keep staff informed and motivated.
- Recruit, train, assign/schedule, and supervise staff workforce.

Client Experience

- Set an example for volunteers and staff in providing customer service that results in a positive Food Bank experience for all clients.
- Monitor client conduct and intervene where necessary to ensure a safe and respectful environment for all clients, volunteers, and staff.
- Prepare monthly client reports for BOD review.

Inventory Management

- Order and receive food and non-food deliveries from various vendors including the Oregon Food Bank and Birch Community Services.

- Maintain a working knowledge of overall inventory levels; identify problem areas and initiate corrections to ensure available inventory is adequate for daily program needs.

Fiscal Management

- Collaborate with BOD to establish an annual budget and sound fiscal policy to ensure a balanced, stable income necessary to carry out program objectives.
- Collaborate with the Board Treasurer to monitor and manage the Food Bank's budget.
- Research, apply for and manage County, State, Federal, and private grants to support the mission of the EAFB.

Initiative Implementation and Program Development

- Analyze, evaluate, and report on existing programs.
- Develop, plan, and expand programs to improve services and to meet community needs by collaborating with the BOD in implementing select strategic initiatives.
- Align and guide programs, ensuring measurable progress according to the strategic framework.
- Attend Oregon Food Bank conferences and workshops sharing updated information with the BOD.

Public Relations

- Create positive representation in the community through volunteer engagement, increased donors, and satisfied clients.
- Collaborate with other organizations to maximize efficiencies to meet community needs.
- Establish leadership on community initiatives as approved or directed by the BOD.

Communications/Outreach

- Work with BOD to implement a communication/outreach program through a combination of social and other media outlets, mail, newsletters, fliers, direct communications, and representation at community events.
- Create and disseminate end-of-year donor acknowledgment letters and an annual report.
- Retain and expand mutually beneficial partnerships, such as with Todos Juntos, AntFarm, Clackamas River Elementary School food pantry, St. Aloysius Catholic Church food pantry, Birch Community Services, and Gleaners.

Board Relations

- Keep BOD informed of all program updates, new program concepts, and staffing/volunteer changes as they happen.
- Prepare monthly client reports, grant reports, and Executive Director reports for the BOD meetings.
- Work with the Board Chair to prepare and distribute the BOD meeting agenda to the Board Secretary.
- Work with the Board Treasurer to ensure fiscal reports are in the BOD meeting packet.
- Work with the Board Secretary to distribute the BOD meeting packet a minimum of two

days prior to the board meeting.

Facilities Maintenance

- Oversee the general condition of the distribution building.
- Supervise cleaning, recycling, and building safety.
- Propose capital and procedural improvements when needed.
- Order and maintain stock of general supplies (e.g. administrative, cleaning, office) for the Food Bank.

Qualifications:

- Minimum two years of college.
- Supervisory experience.
- High level of organization and attention to detail.
- Excellent communication skills; listening, verbal, and written.
- Strong customer service skills, including conflict resolution.
- Ability to solve problems in an ever-changing environment; high degree of flexibility and adaptability.
- Ability to interact effectively, politely, and productively with all types of people from many different backgrounds and experiences and in a variety of situations.
- Comfortable working with non-English speaking and culturally diverse clients.
- Computer skills necessary (Microsoft Suite, Google Drive, Zoom, etc.) and the ability to learn new programs when needed.

Preferred

- Multi-lingual
- Food Safety background

How To Apply:

Please send a cover letter and resume to:

Estacada Area Food Bank

272 S. Broadway Street,
Estacada, Oregon 97023

Mailing Address:

PO Box 1196
Estacada, OR 97023

E-Mail: estacadafoodbank@gmail.com