

Chief Executive Officer/President

The Organization

Second Harvest Food Bank of East Central Indiana was founded in 1983 and has continued fighting hunger since. As a non-profit organization, funded by philanthropic and community support, we're devoted to feeding the hungry, advocating for those facing food insecurity, and providing nutrition education. We fight hunger by working with partner agencies, local schools, corporate partners, and a wide network of volunteers to serve hundreds of people each week.

Second Harvest is a member of Feeding America, the largest domestic hunger-relief organization in the United States. Being a member of Feeding America allows us to access donated products, professional resources, and a network of other like-minded organizations across the country. Feeding America is a nationwide network of 200 food banks and 60,000 food pantries and meal programs that provides food and services to more than 46 million people each year.

2020 Statistics: 14,822,010 Pounds of Food Distributed, 12,351,675 Meals, 284 Tailgates, 35 Schools, Financial Impact \$23,520,810. www.curehunger.org

SUMMARY

The focus of this job is on achieving results, which are aligned with the larger picture of the organization and its strategic goals.

Initiative, coupled with a sense of competitive drive and the ability to stay focused on results despite changing conditions, is the key to achieving the performance objectives of this position. Because environmental and organizational conditions change rapidly, the work involves being innovative, creative, and having the ability to generate ideas for quick response. Decision-making is focused on implementing practical, timely solutions.

The job requires getting things done quickly and handling a variety of activities simultaneously. It is essential to have the self-assurance and the confidence to purposely drive toward results while constantly problem-solving and engaging the commitment of others.

It is important to have a leadership style that is firm and goal-oriented yet motivates, trains, and engages others in an enthusiastic way. The emphasis on building rapport and relationships with individuals and groups requires an outgoing, poised, and persuasive communication style.

Because the pace of work is faster than average, the ability to learn quickly and thoroughly while continually recognizing and adapting to changing conditions is critical.

The scope of the job may require effective delegation to people with a proven track record. Routine and repetitive details should especially be delegated without relinquishing the responsibility for follow up and accountability with a view towards timely results.

While the job requires the ability to act independently, it also requires sense of urgency and the confidence to handle a variety of challenges, a full commitment to the success of the business, and high standards of achievement.

The emphasis is on results and effective systems that achieve results through and with people, rather than on the details of implementation. The job environment is flexible, constantly changing, and provides growth opportunities, recognition, and reward for the achievement of business results.

JOB CHARACTERISTICS

Sense of urgency for goal achievement, varied activities, multiple simultaneous projects, multi-tasking fast-paced environment.

Results-focused idea generation, innovative and creative problem solving, rapport and relationship building focused on achieving results, engage commitment of others.

Problem solving orientation.

Calculated risk taking.

Action-oriented and somewhat collaborative decision-making.

Quick decision making in response to changing conditions.

Extroverted, confident, enthusiastic, persuasive influence, stimulates others to action, collaboration focused on results.

Authoritative leadership based on generalist expertise, knowledge of systems.

Directive leadership to assure business results are achieved.

Delegation of details as necessary, with follow up on timeliness and quality.

Accountability for results.

Responsibilities

Works effectively with the Board of Directors to cast vision for the organization. Identify and develop the Strategic Plan for the organization to live into the vision. Lead the staff team to establish the corporate culture necessary for success of the organization to achieve its mission

Establish a strong connection to the mission of the organization and for the work of the agency.

Recognize the current needs of the communities that we serve and develop a plan to serve that need.

Provide oversight of the complete day-to-day activities of the organization and connects with all departments through the Chief Operations Officer to ensure a smooth and effective running organization.

Provide leadership and support to develop budgetary, planning, and reporting systems that are required by the Board of the Organization and serves as the primary financial agent of the organization.

Serve as the public face of the Food Bank and work with all stakeholders, partner organizations and donors to further the Mission, Vision, Values and Goals of the organization.

Work in partnership with the Board Chairman to set agendas, bring meaning to Board meetings, and maintain a high level of mission focus at the Board level.

Participate in Board Committee meetings as needed.

Serve as liaison between Board and Staff.

Applicant Qualifications

While no one candidate will possess all of the qualifications listed below, we expect that the selected candidate will embody many of the following professional and personal abilities, attributes, and experiences:

Bachelor's degree from a four-year accredited college or university and at least five to ten years related experience and/or training; or equivalent combination of education and experience.

A nuanced understanding of nonprofit governance, and the ability to fully engage a Board of Directors both as individual contributors and as a high functioning governing body.

Executive-level management experience that includes planning, fundraising, leadership, managing staff, logistics, and working with Boards.

Ten years of excellent supervisory, organizational and communication skills in the food business is required.

Ability to interact effectively with a diverse group of Staff members, Board members, stakeholders, partners, neighbors, donors and elected officials.

Understands the dynamics and effects of poverty, immersion in or personal experience understanding poverty, diversity and engaging in the community, and holds a deep appreciation of people's lived experience.

Outstanding skills in public speaking, written and oral communications, and exceptionally good interpersonal skills.

Fundamental understanding of accounting principles.

Effective fundraiser with a demonstrated track record of both cultivating and growing existing partnerships and developing new ones with like-minded funders.

Must pass background check and be insurable.

All applicants must provide at a minimum the following information in their submission.

Full Name	Current Address
Complete Work History	Complete Education History
Participation in volunteer and civic organizations	
Salary Requirements	References

Submissions are to be made to kimrattray@primetrustcu.com by April 29, 2021

