



Job Description

JOB TITLE: President & CEO

REPORTS TO: Board of Directors

STATUS: Full-time, Exempt

PRIMARY JOB FUNCTION: The President & CEO of Eastern Illinois Foodbank works collaboratively with the Board of Directors and staff to support the mission of the food bank:

Eastern Illinois Foodbank exists to alleviate hunger in Eastern Illinois by providing a reliable source of food for the hungry through cooperation with a network of food pantries and agencies.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Strategic Vision and Leadership

- Along with the Board and Staff, develop and lead the implementation of a strategic plan
- Manage the organization to match the need that exists in our region
- Represent the organization across the entire service area
- Recruit, develop and retain a talented and diverse team
- Create a positive work environment that rewards hard work and extraordinary achievement
- Support and motivate the organization's staff
- Work with the Board of Directors to ensure continued direction and support to achieve the organization's objectives and maintain excellent communications with all its members

Development

- Work with the senior team to direct development efforts, including setting and achieving fundraising goals, creating corporate sponsorships and alliances with for-profit entities, building long-term relationships with foundations, and enhancing revenue from individual donors
- Ensure that the flow of funds permits Eastern Illinois Foodbank to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential
- Collaborate with area non-profits and governmental agencies that assist us in our fight against hunger in eastern Illinois

Infrastructure and Operations

- Work with senior team and Finance Committee to create and manage the annual budget, including assessment of the capital needs of the organization
- Oversee the financial health of the organization including developing long and short range financial plans, set priorities to ensure the organization is operating in a manner that supports the needs of the mission and staff
- Work with the senior team to establish and achieve all annual operating goals
- Provide guidance and continuing improvement in the areas of operations, logistics and partnership services

- Facilitate cross-departmental collaboration and internal communications with staff; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs
- Ensure collaboration with other food banks within the state and national network

QUALIFICATIONS:

Skills, Education, Experience and Attributes

- Minimum 8 years of experience in food banking, non-profit management or business management
- Bachelor's degree in related field
- Experience working with Board of Directors, including board development
- Excellent writing, communications, management and leadership skills
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Demonstrated fundraising, marketing/branding and fiscal management experience
- Experience with leading or participating in capital campaign activities
- Positive attitude, strong work ethic, integrity and compassion for those in need
- Demonstrates confidence, credibility, and enthusiasm in interpersonal settings
- Capable of anticipatory and dynamic thinking to identify new information and manage organization and resources towards best outcome