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| **Position Overview** |
| The Washington Food Coalition (WFC) is a member-driven coalition of emergency food providers, governed by people on the frontlines of hunger relief from across the state. Together, we organize to identify common goals and foster shared values to serve as a strong voice for the emergency food system.  The Executive Director of the WFC provides leadership to carry out our mission to actively educate and network with organizations that strive to alleviate hunger throughout Washington. This is accomplished by managing day-to-day operations, providing technical assistance to food pantries and food banks, developing trainings and other value-added resources at the request of WFC members, and furthering the role and position of the WFC in collaboration with state agencies, food distribution agencies, and our membership.  The Executive Director is responsible for ensuring that all contractual obligations are met, supporting the development of the strategic plan, as well as for oversight of its implementation, day-to-day operations including staff and volunteer recruitment and supervision, financial management, fund development, and board development. A passion for strong community engagement, representing WFC in the local community, and with other regional and state organizations, members and government entities is a vital component of the Executive Director’s responsibilities.  This is position is full-time, exempt and reports to the Board of Directors. WFC’s Executive Director will operate from a home-based office, and preference will be given to candidates currently residing in Washington State. This position will require frequent travel, primarily in the state of Washington and requires a reliable vehicle. Evening and weekend work are common for this role, and the Executive Director will do their own scheduling.  Pay Range DOE: 55 – 60 K |
| **Desired Experience and Qualifications** |
| * Master’s degree in business, public administration, human services, or a related field; Relevant work experience will be evaluated and may substitute for formal education. * Minimum three (3) to five (5) years demonstrated leadership and management experience, preferably in food pantry or food bank, or other not for profit agency. * Minimum one (1) to three (3) years’ experience working directly with a Board of Directors. * Minimum three (3) to five (5) years’ experience with financial management and budget development; experience with QuickBooks preferred. * Demonstrable track record of successful fund development, including donor cultivation, contract management and grant writing. * Excellent verbal and written communication skills, including copywriting, editing, and public speaking; Group facilitation and conflict resolution experience preferred. * Must be able to communicate and manage projects remotely in collaboration with the Board of Directors, committees and other community stakeholders. * This position requires some experience and/or interest in change management and organizational development. * Candidates for this role must have proven their ability to establish and maintain partnerships with people and organizations of diverse backgrounds, philosophies, cultures, races, abilities, etc.   Some experience with electronic communications including social media and website management and e-news is preferred, as well as other technical savvy like MS Office, G-Suite, InDesign and databases.   * The ideal candidate will be creative, energetic, open-minded, entrepreneurial, and dependable and will have a good sense of humor so we can enjoy and co-create this period of evolution at the WFC. |
| **Duties and Responsibilities** |
| **Fund Development**  Develop and implement a robust fund development plan to diversity revenue and decrease reliance on WSDA contract.  Prospect and cultivate individual major donors.  Research and solicit sponsorships, develop and maintain relationships with sponsors.  Manage contract and relations with Washington State Department of Agriculture (WSDA), ensuring contract compliance, preparing invoices and quarterly reports, and negotiating contract amendments and future contracts as opportunities arise.  Develop and maintain positive, engaged relationships with funders.  **Community Relations – Internal – Membership and Board**  Facilitate a strong sense of belonging and strength in membership of the coalition.  Develop working relationships with board members and keep them informed and engaged in the work of the coalition.  Staff Committees of the board and provide support, information, and perspective that facilitates the work of each committee.  Create quarterly board reports, financial reports, develop agendas with the board chair, and update rosters and other materials regularly.  Facilitate annual board elections by creating materials, outreach communications and ballots for board elections annually.  On-call support for board members with questions, ideas, opinions, feedback, etc.  **Community Relations, Advocacy, and Non-member Partners**  Maintain and build relationships that ensure that the WFC is an important partner at the table with state agencies and workgroups that impact food banks and related programs, as well as advocacy partners.  Coordinate / collaborate with advocacy partners on particular campaigns/issues for a unified message and coordinate outreach among shared members.  Develop new partnerships that are beneficial to the coalition membership.  **Technical Assistance & Training**  Provide on-call technical assistance as questions come up among our member organizations.  Provide front line programmatic perspective to partners & workgroups, sharing current issues, trends and challenges of our members.  Design and implement trainings specific to member needs and desires, creating materials, presentations, and webinars that can be taken on the road and / or shared electronically.  **Communications**  Oversee communications and branding for the coalition, including newsletters, email blasts, social media posts and website copy.  Work with printers for publication/printing of materials.  Write letters on behalf of the coalition and review drafts for various communications including member outreach, funding outreach, partner outreach, keeping in mind a consistency of tone and message that reflects who we are as a coalition, and that is targeted appropriately to each audience.  **Event Planning**  Staff conference planning committee and develop a work plan to support the committee in achieving critical tasks and milestones on a timeline that ensures a successful conference.  Negotiate, sign and manage all contracts (venues, catering, AV, hotels, speakers).  **Administration & Operations**  Financial – code and approve bills, pull and review financial reports for accuracy, prepare financials for Board, work with CPA and provide all information and schedules for annual review and 990 preparation.  HR – Provide supervision and oversite of employee(s), recruit & oversee interns and create work plans, track sick / vacation time, compile and submit payroll to bookkeeper monthly, conduct regular performance reviews for employees and provide timely feedback and support to volunteers.  Manage office equipment, software subscriptions, services, and problem solve technology issues; Research and purchase new equipment as necessary.  Technology – set up and manage email accounts for staff/volunteers, set up & manage G-suite for the organization, manage set-up and upgrade Member Clicks website software.  Negotiate, review and approve agreements / contracts on behalf of WFC. |

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| **Application Instructions** |
| Please send your resume, cover letter and three professional references to kent@socyakima.com  Your cover letter should clearly address the following questions:   1. What are the key issues and opportunities facing the hunger relief sector today? 2. What is your experience with times of transition and evolution within organizations? What attitude do you have toward change and the human responses that come with it? 3. How does this opportunity suit your professional background and goals?   The priority deadline for consideration of applicants is August 15th, 2019. Applications will continue to be accepted until the position is filled. We hope to hire our next Executive Director by September 20th, and would like to introduce them to our membership at our annual conference in Kennewick September 23-25. |