

PRESIDENT/CHIEF EXECUTIVE OFFICER JOB DESCRIPTION SOUTHEAST TEXAS FOOD BANK

Position Summary

This is a full-time position requiring highly flexible work hours, including considerable evening and weekend work availability. The President/CEO has overall responsibility for leading and managing the organization. This responsibility encompasses providing day-to-day leadership and direction to staff and volunteers while implementing the policies and helping achieve the programmatic and operational outcome goals established by the Board of Directors.

Skill sets required in a successful President/CEO include business and financial acumen, human resources management, excellent oral and written communication skills, a strong public presence, time management and logistical skill, and a capacity to build broad-based community relationships. Bilingual language skills (English and Spanish) would be preferable.

Key Responsibilities

1. Develop and facilitate an active and ongoing strategic planning process to assure the mission of the Food Bank is carried out. Consistently inform the Board about operations and programs and offer recommendations for improvements and change. Work with the Board and staff to develop short and long-term goals for the organization. Support the Board in its understanding of challenges and opportunities for the organization and equip the Board with the information and transparency needed to exercise its governance responsibilities.
2. Develop the annual budget for Board approval and manage the budget within a Board-approved variance range. Set employee compensation levels and determine appropriate staffing requirements. Establish controls for all financial activities including banking, income and expense monitoring, and accounting procedures in compliance with Generally Accepted Accounting Principles. Facilitate the annual review of financial activities by an independent auditor. Support all necessary fundraising activities and donor relationships to insure the fiscal integrity of the Food Bank. Comply with reporting requirements of the various funding entities. Provide the Board with financial reports necessary to conduct adequate oversight of the Southeast Texas Food Bank's financial position.
3. Direct and supervise staff in carrying out their duties and responsibilities. Insure that staff is trained and prepared for their jobs. Insure staff receives adequate feedback and evaluation on their performance to reach their potential and to advance the organizational mission. This will include establishing goals and objectives for each staff member and conducting periodic and annual review of staff member performance. Develop staff skills and recommend for advancement and/or appropriate changes in compensation. Take disciplinary action as necessary. Insure employee actions are in compliance with all laws and regulations.
4. Serve as official representative of the Southeast Texas Food Bank within the community. This will take the form of public appearances and relationship building that fosters donor relations and broadens public awareness of organizational mission. It is also expected that the President/CEO will develop and maintain relationships with other non-profits, for-profit businesses, faith-based and civic organizations, schools, and other community

stakeholders. Media interviews, public speaking, social media, and issuance of news releases will all be means of communication the President/CEO must engage in. Serve as official representative of the Southeast Texas Food Bank to Feeding Texas, Feeding America, and related groups to promote and enhance the Southeast Texas Food Bank's mission through local, regional, and national networking and cooperation.

5. Establish and implement procedures and protocols that will insure adequate staff, volunteer, and community support and resources are being harnessed to fulfill and advance the mission of the Southeast Texas Food Bank.
6. Insure Southeast Texas Food Bank's compliance with all regulatory bodies, including adherence to the State of Texas USDA Commodities Distribution contracts, Feeding America's Membership Contract, State of Texas Health Department regulations, and requirements of other governing or monitoring entities.
7. Lead staff and volunteers in developing suitable plans of action and executing the Southeast Texas Food Bank's response to community crises including disasters, economic uncertainties, and threats to communal food security.

The Southeast Texas Food Bank is an equal opportunity employer.