

Rainier Valley Food Bank is searching for a full-time Executive Director. This is an exciting opportunity for an individual who has excellent management and fundraising skills, and who is ready to lead a growing organization. The Executive Director must be a flexible, creative, and energetic leader who can go from meeting with a corporate donor to helping in the warehouse. The Executive Director is supported by a small staff, a professional board, and a strong cadre of volunteers committed to the agency's growth and success.

Rainier Valley Food Bank Executive Director Job Description – September 2009

The Executive Director serves as the chief executive officer of the Rainier Valley Food Bank (RVFB) and reports to a volunteer Board of Directors. The Executive Director is responsible for the fundraising, management and general operations of the agency. He/She will work in partnership with the Board to grow the organization and meet increasing community need. The role will include, but is not limited to:

- Operations and Food Distribution: Manages warehouse staff, orders food, stocks inventory, ensures warehouse cleanliness, picks-up food, and expands the volunteer program.
- Fundraising and Community Outreach: Writes grant applications, works with community groups and corporations, manages fundraising events, and fosters relationships with individual donors and volunteers.
- Agency Leadership: Responsible for daily accounting, cash flow budgeting, employee supervision, working with public funders, and coordinating with other food banks. Works closely with the Board President, Committee Chairs and consultants to advance the Agency. In the coming year, this may include working with the Board to plan for a bigger location in order to meet our clients' growing needs.

The Executive Director must have a commitment to ending hunger and be comfortable working directly with clients who have diverse needs, earn a range of incomes, and are from a variety of ethnic groups and backgrounds. The Director must possess excellent management, leadership, communication and organizational skills.

Responsibilities will include:

- Proactively manage multiple daily priorities while working toward annual objectives.
- Manage annual budget and a small staff of up to two people, including annual evaluations.
- Manage food inventory (e.g. ordering, distribution, receipt and storage, and pickup/delivery).
- Work with Board to recruit and manage volunteers.
- Serve as a spokesperson for the Agency and a liaison to the community, foundations, donors, volunteers, public officials and staff, and the media.
- Ensure agency compliance with all applicable government laws and regulations.
- Maintain donor, volunteer and client databases.

Skills and requirements:

- Excellent interpersonal, supervisory and leadership skills.
- Long- and short-term strategic and organizational planning.
- Excellent written and verbal communication skills. Experience working with the media and acting as a spokesperson is a plus.
- Experience developing and implementing a successful fundraising program encompassing public and private grants, individual and corporate donors, and event planning.
- Comfortable working with non-English speaking and culturally diverse clients.
- Experience in budget management and office operations.
- Strong computer skills in Microsoft Office Applications and proficiency with databases. Experience using MS Access and Quickbooks is a plus.
- High energy and enthusiasm. Sense of humor a bonus!
- Willing to work on Saturday morning during food distribution food drives, as well as attend some early morning and evening meetings during the week.
- Prior food bank experience is desired, but not necessary.

We offer a competitive salary (between \$45,000 and \$55,000) as well as flexible hours, vacation time, sick days and holidays. Health/dental benefits are not offered and while not a promise of future benefit, the board has prioritized offering them in the future. **Please submit resumes to rvfbsearch@live.com by October 2, 2009.**