



IFM - Feeding Families, Fueling Hope

Phone: 530 265-8132
E-mail: info@interfaithfoodministry.org
Web: www.interfaithfoodministry.org

Interfaith Food Ministry
440 Henderson Street
Grass Valley, CA 95945

Executive Director Job Description

Interfaith Food Ministry of Nevada County (IFM) Job Description: Executive Director (ED_)

The ED provides vision, leadership, and management of IFM programs which include strategic planning, budgeting, operations, and fund development. The ED is the primary spokesperson and 'face' of IFM. In addition, the ED works to collaborate with various non-profits, businesses, and government entities who share a common goal to feed the hungry and reduce food insecurity in Nevada County.

This is a full-time, forty hour/week, paid position, that reports directly to the Board President.

Reporting to the Executive Director are:

- Development Director (DD) – responsible for fundraising, donor management, and public relations
- Monitor – responsible for CalFresh signups, client surveys, and deescalating potential client issues.
- Various volunteer Supervisors/Leaders – Food Buyer, Volunteer Manager, Driver Coordinator, Distribution Scheduler, Client Area Leadership team, Facility Director, Volunteer Coordinators, Distribution/Packing Supervisors
- Work with IFM Board Officers, Board members, and the Executive Committee (EC).

Responsibilities

- Develop strategic goals and initiatives that support IFM's vision and mission.
- Prepare annual operating plan and budget with support of the Board President, EC Committee, DD, and Treasurer.
- Present quarterly and yearly updates to the Board and manage IFM within the approved budget.
- Ensure volunteers morale is high through various means, including but not limited to, coordinating the annual volunteer appreciation luncheon.
- Manage operations through a team of volunteer leaders:
 - Coordinate the food delivery program including food drives.
 - Seek to improve operational efficiencies while keeping costs down and output up.



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Executive Director Job Description (cont.)

Responsibilities (cont.)

- Manage operations through a team of volunteer leaders:
 - Recruit, schedule, manage, and train volunteers through Volunteer Coordinators and Supervisors to support the operational requirements of IFM.
 - Manage the facility through volunteer Facility Director to ensure a safe operating environment, a well-maintained building, adequate supplies, code compliance, and project delivery.
 - Oversee the Hunger to Health Committee (focused on providing nutritional food).
 - Oversee the Food Committee (focused on ensuring adequate food stock and lowest cost procurement of approved food).
 - Provide problem resolution support for clients, supervisors, and volunteers.
- Serve as primary spokesperson and advocate for IFM's mission within the local community and media.
- Oversee and work directly with the DD to support fund development and public relations programs.
- Work with the DD and IFM clients to capture their voice to help the community better understand their circumstances and challenges.
- Provide backup to the DD as needed. The DD in-turn provides backup to the ED as needed.
- Develop contingency and backup plans to cover potential gaps in key volunteer positions. This may include the ED covering the gap as needed.
- Develop succession plans for key positions.

Qualifications and Experience

The ideal candidate will have:

- At least 3 to 5 years of experience directing a non-profit operations program, preferably food bank or food pantry.
- Bachelor's degree in business, non-profit management, or in a related field or the equivalent in work experience.
- Experience in organizing a large group of volunteers.



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Executive Director Job Description (cont.)

Qualifications and Experience (cont.)

The ideal candidate will have:

- Computer literate
- Outstanding interpersonal, communication, writing and public speaking skills.
- Demonstrated leadership and management skills.
- Entrepreneurial, flexible and resourceful.
- A passion to help those who are marginalized.
- Skilled in conflict management.
- Excellent problem-solving skills and ability to 'think quickly on your feet'.

Physical and Personal Requirements

- May require sitting at a computer for extended periods of time.
- Ability to lift 30 pounds.
- California Driver's license with auto insurance verification.
- Must be willing and able to work some weekends, evenings and early mornings.
- Provide management oversight at IFM on Monday, Wednesday and Friday, generally 9 am – 1:30 pm. And once per month for Food Access Saturday.