

## Executive Director

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We are assisting our client, Feed My People Food Bank (FMP), with the recruitment and selection of their next Executive Director. Located in Eau Claire, Wisconsin, Feed My People is a nonprofit organization dedicated to addressing local and regional food insecurity. With a mission to create equitable access to food for healthier communities, the Food Bank distributes the equivalent of 5.85 million meals through a network of programs and partners, including community food pantries, meal sites, school markets, and more. The Food Bank serves over 75,000 individuals in a 14-county service area.

The Executive Director is responsible for overall leadership, planning, and management of all operations and the resources of FMP. In collaboration with the Board of Directors, employees, donors, partner agencies, the public and other key stakeholders, the Executive Director ensures the financial health of FMP, allowing for efficient, innovative distribution of food and programming. This is an in-person on-site position.

### **Essential Duties and Responsibilities:**

#### *Leadership and Board Oversight*

- Develop and monitor FMP's strategic plan in conjunction with the Board of Directors and staff.
- Develop staff and recommend to the Board of Directors specific, long and short-term plans for the development of programs and services, including strategies for implementation and funding. Identify and communicate policy matters and critical issues to the Board when appropriate.
- Prepare, compile, and send all board members information prior to board meetings including an agenda, financial information, committee minutes and any other pertinent information.
- Attend and support all committee and board meetings, as directed. Provide any required research and information gathering within the requested time frame.
- Support the recruitment, orientation and training of members of the Board. Engage members to contribute to the mission of FMP in a way that is appropriate.

#### *Community Resource Management and Fund Development*

- Work with FMP Leadership to identify and develop strategic partnerships for programs and funding.
- Oversee fund development planning focused on various constituents, including, but not limited to planned giving, major giving, annual funding, grant writing and in-kind. Focus on support from individuals, businesses, foundations, government entities and other non-profit organizations.
- Serve as the public face of FMP by representing the organization at appropriate community events.
- Engage with media and other leaders as appropriate to educate the community on the work FMP does.
- Maintain and strengthen relationships with FMP's partner organizations such as food banks, Feeding America, Second Harvest Heartland, etc. and participate on the Feeding Wisconsin Board of Directors.
- Stay abreast of local hunger issues to ensure services provided are those most needed to meet community needs in alignment with the mission.

#### *Administration, Operations Management and Financial Oversight*

- Hire, develop, and support FMP Leadership staff and any direct reports.
- Coordinate with FMP Leadership to hire and train staff providing professional development opportunities as appropriate.
- Ensure and manage appropriate compensation and benefits for all staff.
- Encourage high morale and effective communication throughout the organization.
- Oversee annual operating budget preparation and cash flow.
- Review accounting procedures and financial reports.
- Execute all documents and contracts on behalf of Feed My People.
- Oversee all legal and insurance matters in the best interest of Feed My People.

**Education and/or Work Experience Requirements:**

- Bachelor's degree required.
- 5 or more years of leadership experience preferred, not-for-profit experience a plus
- Knowledge of human service systems, public relations and marketing, fundraising and human resource management
- Understanding of complex issues related to hunger
- Advocacy experience on behalf of low-income families a plus
- Strategic, analytical, reasoning, and problem-solving skills
- Demonstrated competency in verbal and written communication skills.
- Exhibit proficiency in all Microsoft Office suite applications.

FMP is an Equal Opportunity/Affirmation Action employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or presentation, national origin, age disability, Veteran status or any other legally protected status.

If you would like to learn more about this opportunity, please submit your resume via the link below to our client application portal.

[Executive Director](#)