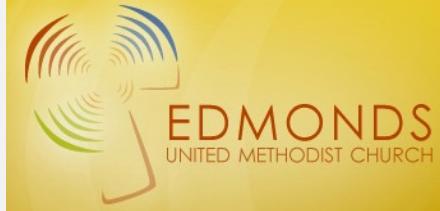


Job Title:	EXECUTIVE DIRECTOR- CAROL ROWE MEMORIAL EDMONDS FOOD BANK		
Department:	Food Bank	Location	Edmonds, WA
Level/Salary Range:	30 hours / week \$36,000	Position Type:	Exempt
Reports To:	Director of Finance & Operations, Food Bank Board	Supervises:	Food Bank Volunteers
Job Description			
<p>SUMMARY</p> <p>The Director of the Carol Rowe Memorial Edmonds Food Bank requires effective leadership skills and is responsible for the overall supervision, coordination and operation of the food bank. The Food Bank Director drives the evaluation and implementation of strategic planning for the organization. This position reports administratively to the Edmonds United Methodist Church (EUMC) and operationally to the Food Bank Board, and serves as a liaison between EUMC staff and congregants and the food bank ministry.</p> <p>The director's responsibilities can be divided into but not limited to five areas of focus: Food Procurement, Supervision of Volunteers, Budget, Site Operations, and Public Relations which require regular coordination with the EUMC and Food Bank Board. The Director serves as a non-voting member and reports to the Board of Directors of the food bank.</p>			
<p>ROLE AND RESPONSIBILITIES</p> <p>FOOD PROCUREMENT</p> <ul style="list-style-type: none"> • Safety, acquisition, storage, and distribution • Focus on healthy and nutritious food • Initiates orders • Inventory Control • Comparison shopping, oversee delivery and payment • Manages the process of a daily check for recalled food items <p>SUPERVISION OF VOLUNTEERS</p> <p>Coordinate training and supervision of volunteers, court-appointed workers, and students in their food bank functions.</p> <ul style="list-style-type: none"> • Requires excellent personnel and communication skills • Recruit and maintain volunteer base by active engagement • Determines the best utilization of volunteers and roles as necessary • Ensures that clients are served in a manner that maintains their dignity • Facilitates the tracking of volunteer hours and develops monthly reports to Volunteers of America, Retired & Senior Volunteer Program, Northwest Harvest, Food Lifeline, and Sons of Norway • Writes verification letters for Community Service workers • Coordinates with Registration Volunteers to protect and maintain client computer files <p>BUDGET</p> <p>Works with the Food Bank treasurer to provide nutritious food for clients</p> <ul style="list-style-type: none"> • Oversees all financial activities • Quarterly budget allows for food purchases within budgetary constraints-revise as necessary • Actively pursue, apply and maintain financial grants • Maintains Petty Cash Fund • Maintains Imprest Checking Account • With Treasurer, prepares Annual Budget 			

SITE OPERATIONS

Maintain a safe and healthy site complying with the state and federal health laws and Volunteers of America and Food Lifeline Regulations

- Coordinate with church custodial personnel and food bank volunteers
- Prepare for and implement action items from site monitor sessions from Volunteers of America and Food Lifeline
- Keep volunteer drivers and stockers Grocery Rescue Certified via Food Lifeline regulations

Forecast the need for equipment purchase, site expansion and maintenance

- Work with the Food Bank Board to provide financing

PUBLIC RELATIONS

Positive Public Image

- Must be the face of this Christian ministry to the public and volunteers.
- Represents the food bank to the community and media-- provides notes of appreciation.

QUALITIES SOUGHT IN A QUALIFIED CANDIDATE

- A Christian with a strong sense of calling and a passion for working in the front lines of making a positive impact in our community
- Ability to keep with the larger vision of Carol Rowe Memorial Edmonds Food Bank while working with day-to-day responsibilities
- Strong interpersonal skills with demonstrated written, oral, and active listening communication skills
- Creative thinker and problem solver with de-escalation skills
- Strategic thinker with experience implementing policies and plans
- Working knowledge of non-profit and food bank management
- Open minded
- Proven ability to leverage and mobilize volunteers and build community
- Proven planning and organization skills
- Strong administrator
- Proven & effective delegator
- Able to empower others
- Able to utilize & leverage technology and social media to meet people where they are at appropriately
- Flexible and adaptable; ability to work some evenings and weekends
- Approachable
- High energy
- Familiar with or willingness to become familiar with and support the United Methodist Church tradition and theology

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent required
- College level courses desired in Business Management, Non-Profit Operation, Psychology, Social Work
- Experience dealing with:
 - Customer Service
 - Non-Profits
 - Diversity and people from all socioeconomic levels
 - Volunteers
 - Public Speaking
- Conversant in foreign languages a plus
- Competent using MS Office Suite
- Qualified candidates will possess a Washington State Driver's License
- Qualified candidates will pass a background check

Approved By:	EUMC Staff Parish Relations Committee	Date:	
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