



www.kenoshacountyfoodbank.org
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Non-profit EIN # 84-3700363

Executive Director, Kenosha County Food Bank (New Position)

Position Overview

The Executive Director is the chief administrative and development officer for the Kenosha County Food Bank and reports directly to the Executive Committee of the Board of Directors (“Board”) and is responsible for the organization’s adherence to its mission and strategic objectives. This hands-on role nurtures and optimizes existing logistical arrangements, partnerships, and volunteer support while further developing these networks.

Key Responsibilities

1. Assure that the organization has a long-range strategy which furthers its mission and makes consistent and timely progress with measurable deliverables.
2. Provide leadership in (a) developing programs, organizational and financial plans with the Board of Directors and staff, and (b) carry out plans and policies authorized by the Board.
3. Design and implement policies that ensure partner organizations comply with state regulations and safety standards.
4. In conjunction with the Marketing Committee, ensure a robust website, periodic newsletters, and annual report that summarize the organization’s accomplishments and recognize its volunteers and financial donors in conjunction with the Marketing committee.
5. Work in partnership with (a) the Board and the Funding & Finance Committee in preparing an annual budget, and (b) implement the budget with staff and see that the organization operates within budget guidelines.
6. Ensure that adequate funds are available to permit the organization to carry out its work.
7. Actively seek funding opportunities including grant writing, partnerships, and financial campaign development and management to include relationship management.
8. Oversee the development, organization and execution of special events.
9. Prepare the agenda and materials for Board meetings with input from Board President.
10. Assist with the recruitment and orientation of new board members.

Knowledge, Skills & Abilities

Minimum Qualifications:

1. Proven experience in a leadership or management position.
2. Proven experience with successful fund development including philanthropy.
3. Demonstrated excellence in organizational, leadership, managerial, and communication skills.
4. Ability to prioritize and multi-task successfully.
5. Confident and effective communicator.
6. Proven ability to be a self-starter, driven to meet and exceed targets through innovative strategies.
7. Proficiency in the use of computers, technology, office software, and use of social media.

Preferred Qualifications:

1. Bachelor's degree from an accredited college.
2. Previous experience leading a startup non-profit organization.
3. Experience maintaining and working with Quick Books software.
4. A Kenosha/Kenosha County resident or someone with extensive knowledge of the local and regional context.
5. Experience in supply chains; warehousing operations or related fields.

Salary & Benefits

Salary:

- Salary range is \$60,000 to \$75,000. Full-time salary is competitive and commensurate with experience.

Benefits:

- Paid time off plus paid holidays including, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day.
- A stipend may be available for certain health care benefits.

Applications

Interested candidates should submit a cover letter and resume to the attention of the KCFB hiring committee at kenoshacountyfb@gmail.com.

Applicants should be prepared to provide references upon request. Any offer of employment will be contingent upon a successful background check.

Applications will be reviewed immediately, and the position will be filled when the most qualified candidate is selected.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.