

Longmont Food Rescue
Job Description: Executive Director

Title: Executive Director

Reports to: The Longmont Food Rescue (LFR) Board of Directors

Summary: The Executive Director (ED) acts as the Chief Executive Officer of the organization and is responsible for the overall management, direction, and consistent achievement of its mission and financial objectives. The ED works under the general oversight of the board of directors (board).

Section A: Key Responsibilities

Key responsibilities of the Longmont Food Rescue ED are described in detail below.

I. Mission and Vision

- a. **Board of Directors:** The ED works with the board in developing programs and financial plans, and in providing leadership with the staff and volunteers to achieve these plans. The ED will keep the board members informed on issues relating to the day to day operations of the organization that may impact board decisions. The ED is also responsible for giving financial and programmatic updates to the board during monthly board meetings.
 - b. **Strategic Planning:** The ED will take direction from the board and work with the board to ensure that the organization's current operations and long-term strategic plan are aligned with its mission. The ED will develop yearly strategic plans with the board to refine and ensure growth of the organization in keeping with its vision.
 - c. **Advisory Board:** The ED is responsible for recommending potential members of the advisory board to the board of directors. The board of directors is also responsible for recruiting advisory board members and orienting them to their responsibilities. Both the ED and board members may reach out to advisory board members when needed. The advisory board will be used on a collective or individual basis to guide the strategic direction of LFR.
- II. **Reporting:** The ED will regularly report to the board on strategies, priorities, activities and impact of all programs in order to carry out the mission of LFR. Leadership
- a. **Operations Management:** The ED is responsible for working with the board to support achievement of the organization's objectives. The ED will manage the overall day-to-day

completion of operational priorities by all staff and volunteers. The ED will have regular meetings with staff to discuss tasks, needs, and goals to ensure that these are carried out. The ED is responsible for overseeing and approving work completion as needed.

- b. **Talent Management:** The ED is responsible for recruiting, hiring, retaining, and firing of LFR employees. Newly-created positions will be pre-approved by the board, although board members will not typically participate in hiring decisions of staff. If the ED wants to terminate an employee, an email must be sent to the board and the board must approve the decision. The ED will also independently make decisions about vacation time and leave.
- c. **Performance Management:** The ED is responsible for ensuring the success of employees, with a commitment to active engagement, ongoing coaching and critical skills development. The ED will schedule bi-annual performance reviews with staff members to make sure that individual goals are being met.
- d. **Program Development & Management:** The ED is responsible for knowing and understanding research, strategies, and best practices related to food waste, food justice, and food insecurity in order to inform program development.

III. Community Relations and Outreach:

- a. **Public Relations:** The ED will be responsible for planning public relations events and work to develop a strong relationship with local media outlets. Major events will be included in board reports.
- b. **Lead Spokesperson:** The ED will serve as the lead spokesperson for the organization and will ensure that the organization is properly represented to the public.
- c. **Advocacy:** The ED will help develop education and outreach programs to best situate the organization as the local authority on issues of food waste and food rescue. This includes, but not limited to, engagement with local schools.
- d. **Speaking Engagements:** The ED will lead workshops and run presentations on issues surrounding LFR's work (food justice, waste, security) to drive awareness and encourage support via donation of time, money, or resources.
- e. **Networking:** The ED is responsible for creating and maintaining relationships with other community partners in Longmont, Boulder County, and beyond. This includes a structured approach to engaging key partners and influencers on a regular basis to foster strong, sustained support.
- f. **Educational Materials:** The ED will on occasion document and distribute research findings on behalf of LFR in partnership with the board.

IV. Fundraising

- a. **Planning:** The ED is responsible for developing an annual fundraising plan and goals in partnership with the board and other staff. Plans will be developed based on formal analyses of past year programs and fundraising results, and with discussions with board members.
- b. **Execution:** The ED is responsible for meeting the fundraising goals. The ED will work in collaboration with the board and other staff to carry out these goals.
- c. **Reporting:** The ED will provide quarterly reports on fundraising progress and actively engage all board members to support achievement of financial plans. The ED is responsible for developing new fundraising targets if needed.

Section B: Additional Responsibilities

The Executive Director (ED) will be responsible for the additional duties described in detail below in the absence of other staff.

I. Financial Management

- a. **Accounting:** The ED will be responsible for maintaining accurate, updated revenue and expense reporting for the organization. The ED will provide year-to-date accounting information quarterly at board meetings. If necessary and with board approval, the ED will hire an accountant to work with as well.
- b. **Maintaining Nonprofit Status:** The ED will be responsible for submitting all required annual paperwork to the Internal Revenue Service and the State of Colorado.
- c. **Maintaining Payroll:** The ED will be responsible for administering payroll and submitting all quarterly taxes to IRS and State of Colorado.

II. Development

- a. **Individual Donor Campaigns:** The ED will implement annual letter writing and personal outreach campaigns to fundraise for the organization. The ED is responsible for the logistical oversight of each campaign, and ensuring each is consistent with the financial needs authorized in the annual strategic plan.
- b. **Major Donor Work:** The ED will maintain and work a portfolio of major donors, to include leveraging touchpoints, and soliciting upgraded giving.
- c. **Acknowledgement and Relationship Building:** The ED is responsible for developing relationships with all donors and fostering long-term sustained giving among the donor

population.

- d. **Website/Social Media Outreach:** The ED is responsible for updating the organization's website, social media accounts, and monthly newsletter.

Section C: Performance Evaluation

The performance evaluation for the ED will be administered as described below.

I. Timeline

Once a year, a performance evaluation meeting will be held with the board. During this meeting, the key responsibilities and expectations of the ED will be discussed and revised as is deemed necessary by the participants. The board will highlight successes, discuss and plan for areas requiring improvement, and explore potential areas for skills expansion by the ED and staff of LFR.

II. Process:

- a. **Written Evaluation:** Each board member will complete a written evaluation and send it via email at least three days prior to the board meeting to that year's assigned board member. The ED will also complete a written self-evaluation. That year's assigned board member will compile all written evaluations and submit to the board president. All evaluations will be based upon the responsibilities and expectations as set forth in this job description.
- b. **Performance Evaluation Meeting:** The board president, that year's assigned board member, and the ED will discuss the written reviews in person and will create plans to address any concerns. From there, the board and ED will work together to create a set of written goals and expectations for the coming six months. Goals and expectations will be based on job description and verbal agreements around work habits. Highlights, concerns, or areas for recognition will be summarized and shared with the entire board at the following board meeting.

Section D: Qualifications & Compensation

I. Qualifications

Through educational and/or professional experience the ED must demonstrate the attainment of the skills described below.

The ED must have strong business skills including personnel management and administrative and financial management. The ED must demonstrate the ability to manage and grow an organizational budget.

The ED must possess strong skills in multi-media communications, community relations, and must be comfortable interfacing with the media on a regular basis.

The ED must demonstrate a strong work ethic including openness to working occasional unconventional hours as well as a personal dedication and passion for the mission of the organization.

II. Compensation

Salaried, part-time position. Compensation \$14,000-15,000 based on experience.

III. Bonus

Bonus may be possible, if fundraising goals are met as defined by the board.

IV. Benefits

This position does not supply health, disability, retirement, or life-insurance benefits at this time. These benefits may be made available at a future date.

V. Leave

The position does not provide Paid Time Off at this time.

VI. Expenses

Any entirely work-related expenses will be reimbursed in full by the organization, within one month of the date the expense was made. Documentation (e.g., receipts and/or proof of purchase documents) will be provided and kept on record per the organization's accounting guidelines.

VII. Termination

The ED is requested to provide 30 days written notice to the board prior to resignation, but can resign at-will. The board retains the right to terminate the ED at-will. A mandatory exit interview with the board will be conducted to assess the reason for resignation or termination.

VIII. General Provisions

This agreement sets forth and establishes the entire understanding between the organization and the ED. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this agreement. This agreement shall become active effective on the date it is signed below.

Longmont Food Rescue is an equal opportunity employer and does not discriminate in any way, shape, or form.

Employee's Signature

Employee's Written Name

Representative of the Board Signature

Representative of the Board Written Name

Effective Date



**Application for Employment:
Executive Director**

Please send all applications to Kelly Mahoney, Longmont Food Rescue, Executive Director by Sun., March 1st, 11:59pm. kelly@longmontfoodrescue.org

Stipulations:

Pay: 15-20 hours per week, Salary \$14,000-15,000/yr

Start Date: April 1, 2020 (flexible)

Contact Information

Name: _____ Date: _____

Phone: _____

Email: _____

Address: _____

Previous Job History

Position 1:

Employer: _____

Position: _____

Responsibilities:

Pay: _____

Dates Worked: _____

Reasons for leaving:

If you have more pertinent employers you wish to add, please do so to the bottom of the application.

Education

(You do not need formal education to qualify for this job, but if you have it, please list it)

Institution: _____

Degree Type: _____ Study: _____

Dates: _____

Other forms of education (open ended, *please let us know how you learn things*):

Volunteer/ Organizing Experience

Organization: _____

Dates: _____

Responsibilities:

If you have more volunteer or organizing experiences you wish to add, please do so to the bottom of the application.

Written Questions

What interests you in food justice?

What qualifications do you have to lead our organization?

What is your experience with working on your own or managing yourself or your time?

What experiences do you have building relationships?

What is your experience with coordinating people or logistics?

What does your availability look like? What time of day during the week are you usually available? (*Flexible hours? Concrete hours? Other jobs? etc.*)

How did you learn about LFR?

What else do you want us to know about you?

We are conducting interviews in first and second weeks of Marc 2020. What days/times work best for you?

References

Please provide at least 1 reference. There is space for a second as well. Preferably, this reference is a work or volunteer supervisor.

Reference 1:

Name: _____

Relationship: _____

Phone: _____

Email: _____

Reference 2:

Name: _____

Relationship: _____

Phone: _____

Email: _____

By signing this form, I hereby certify that all information I provided is accurate to the best of my knowledge:

Signature

Date