

Apache Junction Food Bank

Executive Director Position

Job Description:

The full-time Executive Director will provide strategic leadership for the Apache Junction Food Bank in partnership with the Board of Directors to ensure: the implementation of the strategic plan, financial stability, operational excellence and visibility within the community. This position requires someone professional and personable who understands the benefit of public relations in a small community. Much time will be devoted to working with the operations manager, donors, community leaders and volunteers in conjunction with the Board, to achieve the goals and strategic plan of the organization.

Duties and Responsibilities:

- Provides support and supervision of the Operations Manager in the performance of her/his duties and responsibilities in partnership with the Board of Directors. 40%
- Strengthens and develops existing and new relationships with all organizations that support the food bank through funding, resources, and volunteers. 20%
- Participates and coordinates fundraising efforts including grant writing, annual giving, special events, donor records and food bank relationships. 20%
- Works in partnership with United Food Bank/Feeding America and any government agencies that benefit the Apache Junction Food Bank's work and mission. 10%
- Prepares reports, as needed for the Board of Directors, funders, and government agencies. 10%

Job Requirements:

- Commitment to the mission of the food bank.
- Ability to work with and represent the Board in all settings.
- Excellent communication skills in writing and public speaking to: organizations, community leaders, residents, municipalities, press, etc.
- Skillful supervising, supporting and evaluating the Operations Manager whose responsibilities include: volunteer recruitment and training; food handling, storage and distribution; compliance with all relevant rules and regulations; inventories and maintenance.
- Self-starter, strategic thinker, and problem solver.
- Willingness to manage food bank operations in the absence of the Operations Manager.
- Valid AZ Drivers license with a clean driving record.
- Food Handlers permit or ability to obtain within 30 days of hire.
- Attend all monthly Board meetings.

Minimum Required Skills:

- 2 year Associate Degree or Equivalent.
- Willingness to become active in the community.
- Ability to be organized, multi-task and complete tasks in a timely manner.
- Ability to work independently with the Board, staff, and volunteers.
- Ability to manage the budget as needed to maintain a fiscally sound organization.
- Computer skills in word processing and excel.
- Skills in conflict resolution.
- Basic accounting knowledge.

Desired Skills

- Bachelor's degree.

- Spanish speaking skills.
- Non-profit experience.
- Finance and operational experience.

Physical Demands and Working Conditions:

The preferred candidate will be able to drive the food bank truck on occasion and be able to do errands, attend meetings and events using her/ his personal vehicle. There are times when it is required to work evenings or weekends. The candidate should be able to safely lift up to forty pounds.

Disclaimer: This job description reflects the Board's assignment of essential job functions; it is not an employment contract. Nothing herein restricts the Board's right to assign or reassign duties and responsibilities to this job at any time to meet the needs of the food bank.

Application Process:

Submit completed application form (form can be found at www.ajfoodbank.org), cover letter and current resume with references. The complete job description can also be found on the food bank website. First review of applications will occur on **June 1, 2017**. Mail application materials to: Executive Search Committee, Apache Junction Food Bank, 575 N. Idaho Rd #701, Apache Junction AZ 85119 or submit electronically to (Rmohle@aol.com).

4-25-17

**Apache Junction Food Bank
Executive Director
Salary, Benefits and Unique Job Requirements**

Starting Monthly Salary: This is a full-time salaried position

Start Date: July 1, 2017

Compensation and Benefits: Starting salary, \$50,000/yr.

Salary Review: Occurs annually on Hire Date.

Vacation Time: The Executive Director will accrue,

- .416 days monthly (or 5 days annually year 1),
- .666 days monthly (or 8 days annually year 2).
- .833 days monthly (or 10 days annually year 3)

The effective date of this accrual begins the first day of the first month following employment. The employee may not accrue at any one time, more than 14 days of vacation.

Paid time off (PTO): For sick and/or approved personal time off 3 days of PTO/yr. Executive Director will be required to submit request for approved PTO to Board President.

Paid Holidays: The Executive Director will be paid for the following 10 holidays: New Years Day, Martin Luther King/ Civil Rights Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day.

Mileage Reimbursement: The Executive Director will be reimbursed for mileage driven with a personal vehicle for the purpose of conducting food bank business. Mileage reimbursement will be at the current federal rate.

Cell Phone: The Executive Director will be reimbursed monthly for 80% of her/his monthly cell phone bill, not to exceed \$75 per month, for the purpose of conducting food bank business.

Professional Development: The Executive Director will be reimbursed up to \$1000/yr. for all expenses related to professional development if approved in advance by the Board President.

Membership Dues: The Apache Junction Food Bank will pay for membership in professional organizations and service organizations as approved by the Board President.

Unique Job Requirements: The Executive Director is required to: assist unloading the truck as needed, drive our truck as needed, maintain a valid AZ. Driver's license and within 90 days of employment complete a course to receive a food handler's permit, and complete certification for operating the fork lift.

Patricia Notestine, July 2017
Interim Board President

July 2017
Executive Director

4-25-17