



Greater Lansing Food Bank (GLFB), the regional source of emergency food for the center of the State of Michigan, is looking for the right person to lead our organization into the future. As Executive Director, this person will report to and support the Board of Directors and be responsible for the overall management and direction of the organization, leading a seasoned team of professionals to make certain that no one will go hungry in Ingham, Eaton, Clinton, Shiawassee, Gratiot, Isabella or Clare Counties under our watch. The Executive Director of Greater Lansing Food Bank serves as spokesperson and chief fund raiser for the organization, representing not only GLFB, but more importantly, the people we serve across our region.

The right candidate for this position will be a natural leader who understands the importance of community partnerships and collaboration. He / She will have excellent organizational skills and capabilities; a good business and management mind; will ideally know the community; is a strategic thinker, planner, motivator and problem solver; is a strong and confident communicator with the highest of ethical standards; is ready to step forth and play a primary role in the fundraising of the organization; will have high energy and expectations for success; have a proven track record; and be the person who understands that there is nothing more basic to success than having access to nutritious food.

**To apply:** If you are the person who fits this description, and if you truly want to make a difference, please send cover letter, resume and salary requirements to Sarah Jaworski, Director of Administration, at [sarah@glfoodbank.org](mailto:sarah@glfoodbank.org). EOE. For additional information, please visit [www.glfoodbank.org](http://www.glfoodbank.org).

### Position Description

**Title:** Executive Director

**Classification:** Exempt

**Job Type:** Full-time

**Reports to:** Board of Directors

### General Summary

The Executive Director is responsible for overall management and operation of the Greater Lansing Food Bank and protection of the organization's financial assets while ensuring compliance with board directives and applicable grantor, Feeding America, federal and state requirements. The Executive Director reports to the Board of Directors and serves to provide dynamic leadership and guidance to the organization. The Executive Director is responsible for overall operations, asset protection, communications and marketing/public relations for GLFB, a 501(c)(3) non-profit.

Serves as the community spokesperson and works closely with the Development Team to guide fund raising initiatives.

The Executive Director promotes and advances a workplace environment in compliance with Feeding America operating procedures and Greater Lansing Food Bank policies and procedures.

### Essential Functions

- Oversees and directs the management of all GLFB's programs and projects.
- Establishes and maintains key strategic partnerships and understands the importance of relationship building and maintaining for the organization.
- Approves and oversees the establishing of all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting principles, board, local, state and federal laws, Feeding America policies and procedures, and all other applicable rules and guidelines.
- Recommends a budget to the board annually, monitors and ensures that the staff adheres to the approved budget, and advises the Board of any significant variances on a timely basis.

- Determines the financial needs of the organization; develops and maintains key relationships in its service area and across the state.
- Ensures that good use is made of the funds that have been raised. Allots funding for different purposes. Ensures that nutritional food support reaches those in need in an efficient and effective manner.
- Oversees all aspects of human resource management for employees, including but not limited to hiring and termination, developing position descriptions, setting compensation, working with employees; directs overall performance management initiatives; applies board-approved employee policies and benefits in accordance with federal and state requirements; supervises leadership team directly.
- As SPOKESPERSON for the organization plays a “key leadership role” in community development and fundraising initiatives and interacts with other organizations to promote the interests of the GLFB.
- Directs and oversees the fundraising for the organization, including planning, strategies and implementation. Is actively involved in fundraising cultivations and asks.
- Is responsible for grants and contracts management; works with Development manager to negotiate agreement terms that reflect the needs of GLFB, coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
- Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for GLFB operations. Establishes and implements plans to achieve goals approved by the Board of Directors and implements policies, subject to approval by the Board of Directors.
- Works closely with staff members to ensure they are provided with appropriate support systems and responsive, quality service in the areas of grant preparation, project accounting, human resources, purchasing and related administrative functions.
- Analyzes and evaluates vendor services, particularly for insurance, employee benefits and management of GLFB funds, to determine programs and providers that best meets the needs of GLFB and makes recommendations to the Board, as appropriate; negotiates services, terms and premiums and executes contracts with benefit plan providers, supply and service vendors, auditors and consultants; manages payroll and benefits programs.
- Keeps the Board Informed of key issues and strategies on a timely basis; reports the current status of the organization, advising members on preferred strategies and resolutions.
- Ensures and maintains a positive image with the public regarding the non-profit organization.
- Oversees the maintenance of records, establishes standards and measures for the performance of the organization and reports successes and short falls to the board.

### **Supervisory Responsibilities**

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- Direct reports include Administrative Director, Operations Director, Development Manager and Marketing & Communications Specialist.
- Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Additional Functions**

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- Provides leadership with regard to employee relations and culture-building of the organization.
- Makes appropriate recommendations to the Board on matters related to organizational structure and initiates the strategic planning process as the Executive Director of the organization.
- Provides leadership to the Leadership Team.
- Attends meetings, trainings, and conferences as requested.



## Qualifications

- Bachelor's Degree required, Master's degree in business or related field preferred. This position also requires ten years' experience at a senior management level.
- Must possess key understanding and/or experience in fund raising and public relations.
- Must possess effective communication skills, confidence, and desire to help the needy; strategic thinking abilities, hard work and dedication.
- Must be able to pass criminal background check and drug and alcohol screening.

## Knowledge, Skills, and Abilities

- Maintain a strong reputation with individuals and businesses that contribute to the organization on a regular basis.
- Possess high ethical standards, trustworthy, a person of integrity.
- Management skills.
- Project management skills.
- Well-organized and self-directed, with the ability to manage time in a flexible and efficient manner, multi-task to meet deadlines and accomplish work in order or priority with attention to detail and accuracy.
- Dependable with a high level of organizational skills.
- Ability to work with no supervision.
- Functional and strategic planner.
- Must possess good judgment and problem solving, with ability to identify, analyze, and resolve problems in a timely manner with an ability to learn new duties; adjusts to new situations within a reasonable amount of time.
- Excellent Interpersonal, oral, and written communication skills; public speaking and meeting facilitation
- Possess leadership qualities to inspire and motivate others to perform well, and to effectively address all levels within the organization.
- Ability to negotiate conflict and maintain constructive working relationships with people at all levels of the organization.
- Management, supervision and coaching of employees, ability to promote teamwork and foster a team environment with emphasis on responsibility and accountability.
- Ability to develop, participate and direct departmental budgeting and resource allocations.
- Demonstrates risk management and knowledge of practices to protect the agency through maintaining confidential records and information.
- Responsible for Policy and Procedure development, enforcement of organizational compliance.
- Skilled user Microsoft Office Suite (Outlook, Word, Publisher, PowerPoint, Excel); able to maneuver on the Internet to conduct research or obtain information
- Experience using office equipment, including cellular telephone; copier, fax machine, scanner, laser printer, computer, and calculator.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Understanding of accounting

principles.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**NOTE:** The lists of essential and additional functions are not exhaustive. They may be supplemented as necessary from time to time.