



## **Executive Director – Job Description**

**Job Title:** Executive Director

**Location:** Newland, North Carolina

**Reports To:** Board of Directors

**Annual Operating Budget:** \$400,000

### **Organization Overview**

Feeding Avery Families is a dedicated nonprofit organization focused on addressing food insecurity in Avery County, North Carolina. We are dedicated to eliminating hunger by providing supplemental food assistance to those in need.

During 2024, Feeding Avery Families (FAF) provided \$1.4 million worth of free food to our hungry neighbors in Avery County, NC. Miraculously, FAF food costs averaged only 17 cents per individual meal, thanks to securing top quality groceries at no or very low expense. In addition, dedicated volunteers kept operation costs low.

We are also in a unique moment of our agency's history. The agency has grown extensively in the last five years between moving into a new space and serving more clients. With the transition of key staff, we are looking for a new Executive Director to continue our previous leaders' vision and passion for Avery County.

### **Position Summary**

The Executive Director (ED) serves as the face of Feeding Avery Families and is responsible for the overall leadership, management, and strategic direction of the organization. The ED will work closely with the Board of Directors, staff, volunteers, and community partners to ensure the efficient operation of the organization, the successful execution of its mission, and the sustainability of its programs. This is a full-time, year-round position located onsite in Newland, NC.

## **Key Responsibilities**

### Leadership & Strategic Planning

- Develop and implement strategic plans to advance the organization's mission, ensuring alignment with the Board's vision and goals.
- Provide leadership and direction to staff and volunteers, fostering a positive and inclusive organizational culture.
- Represent the organization to the public, community partners, donors, and other stakeholders.

### Operational Management

- Oversee daily operations, ensuring efficient and effective delivery of food distribution services.
- Manage community outreach and volunteers, providing support, training, and development opportunities.
- Develop and maintain partnerships with local food banks, suppliers, and community organizations.

### Financial Management

- Develop and manage the organization's annual budget of \$400,000, ensuring financial stability and transparency.
- Oversee fundraising efforts, including grant writing, donor relations, and community outreach, to meet budgetary goals.
- Prepare and present regular financial reports to the Board of Directors.

### Board Relations

- Work closely with the Board of Directors to develop policies, set priorities, and evaluate organizational performance.
- Prepare for and participate in regular Board meetings, providing updates on operations, finances, and strategic initiatives.
- Assist in the recruitment, orientation, and development of Board members.

### Program Development & Evaluation

- Oversee the development, implementation, and evaluation of food distribution programs, ensuring they meet community needs and organizational goals.

- Monitor program outcomes and make adjustments as necessary to enhance effectiveness and impact.
- Stay informed of trends in food insecurity, nonprofit management, and relevant legislation to guide program development.

### Qualifications

- **Education:** Bachelor's degree in Nonprofit Management, Business Administration, Public Administration, or a related field.
- **Experience:** 3-5 years of experience in a nonprofit leadership role, preferably within food distribution, hunger relief, or a related area.
- **Skills:**
  - Strong leadership and management skills, with the ability to inspire and motivate staff and volunteers.
  - Proven experience in financial management, including budgeting, fundraising, and grant writing. Familiarity with Bloomerang a plus.
  - Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
  - Strategic thinking and problem-solving abilities, with a track record of successfully implementing organizational initiatives.
  - A history and understanding of mission-oriented leadership – one who puts the agency’s mission and values at the center of its operation.
  - Familiarity with the NC High Country food security landscape is a plus.
  - Bilingual candidates a plus.

### Personal Attributes

- Passionate about addressing food insecurity and committed to the mission of the organization.
- High level of integrity and professionalism, with a commitment to transparency and accountability.
- Flexible and adaptable, with the ability to thrive in a dynamic and sometimes challenging environment.
- Connected within Avery County NC and the surrounding area with an understanding of local resources and systems.

- Ability to work in the office for 3-5 days each week. Typical office hours are 8:00am-5:00pm. Some evenings and weekend work required.

### Physical Requirements

1. Office Work: Most of the work is done in an office setting, which involves sitting for extended periods, using a computer, and attending meetings.
2. Travel: Some travel may be required for meetings, conferences, and community events.
3. Communication: Strong verbal and written communication skills are essential, which means frequent speaking and listening.
4. Mobility: The ability to move around the office and other locations, which may include walking, standing, and occasionally lifting objects up to 25 pounds (like boxes and supplies).

### Salary and Benefits

Feeding Avery Families offers a supportive work environment that promotes compassion and collaboration in achieving our mission. The salary range is \$68,000-\$75,000 with the ability to grow with more experience in the role. Current benefits include paid time off, paid holidays, and a flexible schedule. Additional benefits will be addressed in the interviews.

### Application Process

We encourage all interested candidates to explore our website (<https://feedingaveryfamilies.org>) and learn more about our agency before submitting your application. Once complete, interested candidates should submit a resume, cover letter, and references to Sally Loftis at [director@feedingaveryfamilies.org](mailto:director@feedingaveryfamilies.org) by Friday, February 28, 2025.