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## About the Foothills Food Bank

The Foothills Food Bank was established in 1986 and supplies groceries to anyone residing in the State of Washington. We are a 501(c)3 non-profit organization predominantly serving the unincorporated communities of Eastern Whatcom County. We are part of a network of Whatcom County food banks that distribute commodity food resources.

The Foothills Food Bank serves an average of approximately 325 Foothills families every week at our distributions and provides groceries for home-bound adults in our community through our Home Delivery program. Our Winter and Spring Pantry Program helps prevent hunger over school breaks for low-income elementary school students by providing additional kid-friendly snacks and meals.

In March 2020, we moved into our new facility at the East Whatcom Community Resource Center. We are excited to be hiring a new leadership team member to support our volunteer-run organization as we continue to uphold our mission: *to distribute quality nutritious food to community members in need, and to deliver services with respect and dignity.*

## Food Bank Director

### Position Overview

This is a three-quarter time salaried, non-exempt position. The Food Bank Director is responsible for planning, directing and oversight of all Foothills Food Bank (FFB) operations. This includes ensuring that the food bank is meeting the needs of our clients and our community and working with the Board to develop policies and conducting strategic planning.



## **Responsibilities**

### **Leadership of the Food Bank**

- Oversee FFB's operations to advance the organization, in compliance with food bank's policies, contractual obligations, and plans; ensure efficient and effective use of resources and optimal service to clients.
- Serve as a spokesperson for the organization, promoting the importance of our work in the Community.

### **Community Visibility and Partnerships**

- Participate actively in the Whatcom Food Bank Network and represent the Foothills Food Bank at events or meetings essential to funding and partnership development.
- Build upon the community outreach and visibility strategy to increase public awareness and encourage donor support.
- Ensure that information about the FFB is communicated through multiple channels – including press releases, website, social media.

### **Contract and Financial Management**

- Prepare and maintain operating and capital budgets for approval by the board and be held accountable for control of resources; manage cash flow/business operating lines in alignment with Board Financial policy.
- Administer an \$85,000+ food purchasing budget with timely ordering and invoice processing.
- Ensure proper accounting and reporting for federal, state, and County government funding.
- Oversee execution of annual pre-season local produce purchasing agreements with Whatcom County farms.
- Oversee agreements with governmental and non-governmental organizations, grantors, vendors, and contractors.
- Ensure maintenance of all applicable licenses and certifications pertaining to the operation of a Donated Food Distributing Organization
- Advocate for the interests of the Food Bank in contract negotiations, with the support of board members, partners, and professionals as needed.



## **Fundraising and Outreach**

- Build upon and implement a fund development plan along with the Board to sustain the organization's success.
- Seek grant funding and prepare grant applications. Ensure grant compliance and reporting.
- Build upon the community outreach and visibility strategy to increase public awareness and encourage donor support.
- Ensure that information about the FFB is communicated through multiple channels – including press releases, website, social media. Represent the FFB as the face of the organization.

## **Operations**

- Ensure that operations of the Food Bank align with agency mission, values, and goals, serving our community two days a week.
- Supervise and work in partnership with FFB Operations Manager to:
  - Maintain a safe and healthy workplace.
  - Manage effective systems for procuring, storing, and distributing food.
  - Ensure inventory management that adheres to all state and local regulatory agencies.
  - Maintain a strong volunteer program that supports safe and efficient delivery of services.
  - Ensure timely maintenance of facility space, equipment, vehicles, and other necessary infrastructure
  - Maintain accurate records of numbers of clients served
  - Ensure that programs of the food bank (e.g. winter and spring pantry program) are well-coordinated to serve community needs.
- Maintain positive and responsive relationships with contractors and partners
- Ensure compliance with all applicable laws regarding licenses, certifications, permits, health regulations, employment, food safety, etc.

## **Human Resources**

- Promote a culture of cooperation and respect among staff and volunteers and ensure that the responsibilities and accountability of all staff and volunteers are defined and understood.



- Ensure compliance with regulatory internal personnel policies and applicable laws.
- Supervise and evaluate paid staff.
- Maintain a volunteer schedule to ensure adequate coverage and support of FFB programming. Recruit and onboard volunteers.
- Ensure that the Operations Manager is well supported in the training and supervision of volunteers.
- Coach staff and volunteers in areas requiring improvement.
- Act as primary touchpoint for client and volunteer concerns and conflict resolution.

### **Board Governance Support**

- Provide monthly reports to the board in advance of monthly board meetings
- Prepare monthly, quarterly and annual financial reports and an annual budget alongside the finance committee.
- Attend monthly board meetings, and annual board strategic planning retreat.
- Collaborate with and provide support to the Food Bank's board committees.
- Support the Board in upholding its governance responsibilities.

### **Qualifications**

- 3-5 years in non-profit, food industry, or related business administration experience preferred.
- 1-3 years' experience supervising and managing a team of 5+ employees and/or volunteers.
- Excellent oral and written communications, strong interpersonal and networking ability.
- Dedication to building inclusive teams.
- Ability to work effectively with a Board of Directors.
- Ability to represent the Foothills Food Bank with professional poise and work effectively with a wide range of constituents.
- Experienced shared/collaborative leadership style.
- Ability to develop annual budgets and provide monthly and quarterly financial reports.
- Ability to strategize, plan, organize and implement activities for the advancement of Food Bank long range and annual goals.
- Strong computer literacy skills, particularly in Microsoft Word, Excel and Quickbooks.



- Must possess a valid driver's license and reliable vehicle.
- Committed to addressing the complex hunger issues facing our rural, low-income families.
- Honesty, integrity, and a commitment to the mission of the Foothills Food Bank.

### **Compensation**

.75 FTE: 32 hours per week

Salaried non-exempt position

\$60-\$65,000/year, depending on experience. 12 days PTO/yr

Majority of federal holidays off

Accrued 1 hour of sick leave for every 40 hours worked.

### **To Apply**

To apply, please send a cover letter and resume in one combined document to [foothillsfoodbankcontact@gmail.com](mailto:foothillsfoodbankcontact@gmail.com). Please submit your application by December 10<sup>th</sup>, 2023

We are proud to be an equal-opportunity employer and seek to bring our values of diversity and inclusion to our hiring process. Beyond our commitment to non-discrimination, we encourage applications from candidates who can contribute to the diversity of our organization and who have lived experiences of inequity.