



## **Position Announcement: Executive Director**

Salary Range: \$65,000 – \$75,000. Benefits not currently available.

### **ABOUT GROVELAND FOOD SHELF**

Groveland Food Shelf (Groveland) is a small nonprofit providing emergency groceries for those in need. Groveland serves more than 150,000 pounds of food to 4,000 clients per month at our Stevens Square location and via two outreach partnerships. The food shelf receives major support and governance from five faith communities, and counts on food donations from dozens of local grocery stores and bakeries. We compost 53,000 pounds of expired food annually.

Groveland's core values include respect for our client communities, waste reduction, and a client choice model. As the only local food shelf that maintained a client choice offering during the Covid-19 pandemic, Groveland has grown over the past three years with increased financial support and food donations, and a two-fold increase in our clientele since 2019.

Groveland was founded in the early 1970's by a Plymouth Congregational Church member to address the hunger needs within the Plymouth Church community. The food shelf has expanded to include the MCTC Food Pantry and a collaboration with Liberty Community Church in North Minneapolis. With an annual budget of \$400,000, we have 10 staff, 40 volunteers, and 10 board members. More information at <https://www.grovelandfoodshelf.org>.

### **POSITION OVERVIEW**

The Executive Director plays a hands-on role in operating the food shelf and leading and inspiring Groveland's staff, board and stakeholders to advance our mission while upholding and promoting our values. The ED will ensure that the organization continues to advance our emergency food programs and will lead the development of new revenue streams. The Executive Director will manage financial, operational, and human resources to continue our growth trajectory, and currently has 9 direct reports.

### **PRIMARY AREAS OF RESPONSIBILITY**

**Strategy & Planning** – Work with the Board, staff, and stakeholders to develop a strategic plan to guide the organization's future direction; ensure the organization is achieving strategic objectives; develop and empower organizational leadership to fulfill our mission.

**Management & Human Resources** – Create and sustain a healthy and equitable work environment that maximizes our limited resources and is grounded in our values; develop internal systems and processes to ensure that our operations are effective and efficient; cross-train staff; identify and implement solutions to logistical and operational challenges; handle day-to-day finances, including submitting payroll to payroll provider.

**Operations, Logistics & Facilities Management** – Monitor pricing / availability of foods to ensure customer needs are met; manage the purchasing process; develop, maintain and coordinate relationships with stores that provide food donations; represent the food shelf at site visits by the health department and other stakeholders; manage food inventory; maintain an equipment inventory; schedule maintenance for equipment and vehicles.

**Development & External Relations** – Create and lead fundraising efforts to increase grant revenues; strengthen existing relationships with stakeholders and develop new relationships with funders and collaborators; serve as a primary face and voice of Groveland Food Shelf to increase impact and visibility; develop and implement marketing/communication goals.

**Programming** – In collaboration with staff, ensure that programmatic goals are met; lead the day-to-day implementation of programming; strategize and implement responses to organizational challenges and opportunities.

**Board Governance and Financial Oversight** – Advise and inform the Board of Directors to engage them and support strong governance and oversight; support the Board and committees to advance organizational goals; create and manage the annual budget.

## **QUALIFICATIONS**

The ideal candidate will bring strong operational and management experience coupled with the ability to strategize and realize Groveland's future direction. We seek an empathetic leader with an understanding of hunger and its impact on our communities. Qualifications include:

- Proven success managing a diverse team of direct reports.
- Expertise assessing and managing operational systems, including experience with facilities management.
- Experience developing a strategic plan and annual implementation plans.
- History of successful fundraising, particularly with competitive grant applications.
- Experience leading and participating in collaborations and partnerships.
- Proven success managing an annual budget of at least \$200,000, and experience managing the day-to-day finances of an organization.
- Passion for our core values of respect for our clients, waste reduction, and client choice model.
- Strong interpersonal and communication skills, with the ability to understand and inspire others.
- Experience working with a Board of Directors or advisory group.
- Authenticity and empathy.
- Understanding of the regulations applicable to food shelves / food service preferred.
- Procurement and/or inventory management experience strongly preferred.

## **HOW TO APPLY**

Position will remain open until filled, with the first screening of candidates on or about April 21st. Send cover letter and resume as one .pdf document to [hannah@mightyconsulting.org](mailto:hannah@mightyconsulting.org). Contact Megan O'Leary at [megan@mightyconsulting.org](mailto:megan@mightyconsulting.org) with any questions or to learn more.

Groveland Food Shelf is an Equal Opportunity Employer. We are committed to being an inclusive organization that recognizes and values the diverse identities and lived experiences of our staff, volunteers and clients.