



**Feeding Medina County in Medina, Ohio is seeking an
Executive Director**

Operating as a 501(c)3 organization, Feeding Medina County's mission is *to educate, engage, and lead our community in creating an environment where no one goes hungry. We nourish our community with essential programs that put food on the table for children, families, and seniors who are at risk of hunger.*

The **Executive Director** is the senior staff member of the organization, responsible for directing this important mission for Medina County.

Responsibilities include the following key areas:

Fundraising and Financial oversight:

- Fundraising and development efforts to ensure the sustainability and strategic growth of the organization
- Grant writing, reporting and assuring compliance of requirements
- Donor relationship development, including corporate, foundation, and major gifts outlets
- Budgeting for specific programs and, in conjunction with the board of trustees, setting annual organizational budget
- General finances and accounting of the organization, including overseeing the work of a Bookkeeper who manages FMC finances in cooperation with the Treasurer of the Board of Trustees and a paid Certified Public Accountant
- Collaboration with the Board of Trustees in securing financial support including monetary as well as in-kind services
- Initiation and oversight of other FMC fund raising activities, including signature benefit fundraiser

“Face of the Organization” Activities / Partnership Development:

- Be the “face of the organization,” including having a strong presence in the Medina County community, speaking to various local organizations on behalf of FMC
- Works with ACRFB (Akron Regional Food Bank) and various food pantries/outlets in the Medina County to secure more food for county residents at risk of hunger
- Collaboration with local schools and senior resources to efficiently provide food to clients
- Partnership development, including networking with community organizations, agencies, corporate sponsors, donors and government leaders involved in the work to end hunger locally, regionally, and nationally
- Ongoing networking and communication with directors of similar programs in region and nation, when possible

Staff Management and Development:

- Day-to-day staff scheduling and staff coordination/oversight and planning
- Ensure effective employee relations and provides employee coaching and development to encourage a highly effective work environment
- Applies policies to job performance, organizational mission/values and safety
- Hiring of staff as needed and approved by board of trustees

- Staff training, performance reviews, and discipline, when necessary
- Recommendations to Board of Trustees regarding staff compensation and other issues as the need arises

Program oversight and development:

- Planning, budgeting, development, oversight and maintenance of community based programs FMC currently administers: Weekenders, Staples for Seniors, summer feeding programs for students, free food outreach distribution, community garden and food transportation
- Implementation of strategic plan-based programming
- Evaluation of programming
- Maintenance of accurate data and records as required, especially related to state and federal requirements
- Develop and update print media such as brochures, news releases, maximizes use of FMC website, e-newsletter and social media (Facebook, Instagram, Twitter, etc.) in order to promote FMC

Board of Trustee interaction:

- Work closely with the Board of Trustees to achieve goals related to the strategic plan and established policies
- Provide relevant information to the board such as meeting minutes and other important documents in a timely manner, prior to each monthly meeting
- Attendance at monthly board meetings and reporting to board of trustees regarding program performance and fundraising activities
- Work with the President of the board to ascertain appropriate actions, organize meeting agendas, implement policy decisions, etc.
- Preparation of annual reports of program effectiveness
- Coordination of activities with board committees and attendance at meetings

General administration:

- Oversee volunteer recruitment, training and retention
- General administrative oversight and activities, including phone and written correspondence
- Other duties as assigned and as necessary to carry out the mission of the organization

Qualifications:

Education and experience

- Bachelor's Degree preferred, or equivalent job knowledge and skills
- 3-5 years of non-profit (or applicable) experience preferred
- A minimum of 2-3 years of fundraising experience preferred, including experience with grant writing
- Previous supervisory experience, including employee relations, training, performance reviews, coaching, and teambuilding
- Experience overseeing volunteers

Skills and abilities:

- Basic understanding of accounting principals
- Ability to remain organized with and keep track of multiple sources of information and data
- Open and effective communication, including with staff, volunteers, board of trustees, donors, community members and clients
- Proficient communicator using verbal, electronic and written formats and must be comfortable with public speaking, both crafted messages and in-the-moment public and community relations

- Demonstrated proficiency with decision-making, budgeting, facilitating groups, furthering the organization's mission and vision
- Strong relationship building skills
- Ability to work in teams as well as possessing self-accountability
- Strong problem-solving skills, including the ability to deal with issues involving several concrete variables in standardized situations
- Efficient with prioritizing and multi-tasking, including being productive while handling re-directions and interruptions based upon business needs; a high attention to detail

Technical skills:

- Proficient with all Microsoft Office software; knowledge of QuickBooks; knowledge of Salsa fundraising software a plus
- Familiarity using social media outlets, including Facebook, LinkedIn, Instagram, and Twitter; understanding of website usage and best practices

General qualities:

- A passion to feed children, families, and seniors most at risk for hunger in Medina County
- Ability to work flexible hours to meet the needs of the organization, including evenings and weekends
- Ability to attend meetings at various locations throughout Medina County and Northeast Ohio
- Commitment to continuous process improvement, including futuristic thinking regarding organization growth potential
- Flexibility
- A strong sense of urgency, follow-through and diligence, including meeting deadlines

Physical Demands:

- The physical requirements for the Executive Director are as follows: regularly required to talk, hear, sit, stand, use a keyboard and walk. The Executive Director must occasionally lift and/or move items up to 50 pounds

The Executive Director position is a full-time, salaried position that reports to the Board of Trustees. There are currently three staff members reporting to the Executive Director. The position is based out of the Feeding Medina County location at 650 W. Smith Road, C-8, Medina, Ohio 44256.

More information regarding Feeding Medina County, its history, and programs can be found at www.feedingmedinacounty.org.

To Apply:

Submit an introductory letter (indicate why you're interested in the position) and resume to fmcjobs1818@gmail.com or apply via Indeed at <https://indeedhi.re/2QLFNi6> by September 28, 2020.

Please no phone calls.