

Executive Director Opportunity

Posting Date: March 1, 2019

Full consideration will be given to applications received by March 29, 2019

Rainier Valley Food Bank (RVFB) is looking for a new Executive Director to transform what is already one of the busiest food banks in Seattle into the first Community Food Center in the Puget Sound region. The Community Food Center model originated at The Stop in Toronto, Ontario, Canada in the 1990's and is changing the way food banks operate by shifting focus from emergency food to addressing key factors that cause people to become reliant on emergency food and building community resources. A Community Food Center offers multi-faceted programming where people come together to grow, cook, share, and advocate for good food.

At RVFB, we have seen how powerfully food can bring people of different cultures and economic backgrounds together—how food is common ground. RVFB's next Executive Director will be an inclusive and collaborative leader who is passionate about bringing people together over good food and demonstrates a deep commitment to racial equity and to understanding the racially and culturally diverse community that we serve. S/he/they will be an inspiring agent for change in this community; leading staff, volunteer, and board teams to build, define, and deliver this ambitious new service model.

About Rainier Valley Food Bank

At RVFB, we nourish with good food, empower with knowledge, and serve South Seattle with compassion. Rainier Valley Food Bank is a trusted community resource that fulfills over 6,000 requests for food each month.

Since 1991, we have proudly served one of the most racially, ethnically, and linguistically diverse communities in the United States. We strive to give our food guests as many ways as possible to connect with us and minimize barriers to fresh, culturally appropriate foods.

In 2018, RVFB reached the following individuals:

- 4,355 households came through our distribution line for groceries 56,709 times, serving a total of 15,131 individuals at home in those households.
- Our home delivery program, focused on seniors and people with severe disabilities that cannot access RVFB on their own, provided 9,353 deliveries to 246 households, feeding a total of 343 people.
- Our to-go meal service distributed more than 14,400 ready-to-eat meals, primarily to our homeless neighbors.
- We provided 5,712 backpacks of food to students at seven South Seattle schools.
- We offered on-site, 360-degree support to help our food guests troubleshoot the life circumstances that contribute to the need for food and referred 217 guests to new resources.

Volunteers are the heart of the Rainier Valley Food Bank. We could not serve as many food guests as we do without having one of the most dedicated groups of volunteers in Seattle. 634 volunteers donated nearly 24,500 hours in 2018, checking in food guests and distributing food on our two distribution days, delivering food to our home-bound neighbors, making to-go meals, providing valuable administrative support in the office, and delivering expert advice to our board of directors and committees.

Although RVFB is one of the busiest food banks in Seattle, it operates out of one of the smallest facilities. RVFB's innovative staff has applied kaizen to adapt and improve our processes, but RVFB is reaching maximum capacity for its current facility. So, in 2018 we signed a letter of intent with Mount Baker Housing to develop a new Community Food Center in Rainier Beach. This new facility, estimated to open in the fall of 2021, will feature a food distribution space, counseling space to provide wraparound support services, a garden, a community kitchen, and expanded programming to bring people together and create a more complete experience for our food guests. This new space will enable RVFB to meet urgent needs and improve overall food security in South Seattle. Our impact will extend far beyond our walls, sparking connections and learning that radiate through the community.

RVFB's new Executive Director will play a pivotal role in bringing this Community Food Center to life.

A New Executive Director

We are looking for a new Executive Director who embodies RVFB's four core values:

- **Excellence** – We are committed to excellence in all things, from the quality of foods we offer to the way we structure our policies and procedures. Through our willingness to experiment, we open ourselves to innovative responses to poverty and hunger.
- **Community** – By providing a welcoming place for people to come together with shared understandings around a common cause, we reduce social isolation and encourage collaboration.
- **Respect** – We respect the right of every person to have equal access to the best quality food, and to be treated fairly and equitably. We recognize and celebrate the full spectrum of social, political, cultural, culinary, and family-based traditions represented in our community and believe that equitable access to good food is a basic human right.
- **Social Justice** – We actively work to confront the underlying systemic, structural, and institutional issues underlying poverty and hunger, including racism, sexism, ageism, ableism, lack of affordable housing, and lack of living wage jobs, among others.

We seek an Executive Director who will:

- Lead with compassion, grace, and humility in all interactions with food guests, volunteers, and community partners;

- Trust in and inspire our talented and dedicated staff, volunteers, and board, and focus on the continued development of a high-performing and diverse staff team;
- Be a change agent who is excited to bring a vision to life;
- Lead all aspects of our effort to create a Community Food Center in Rainier Beach, coordinating with the Board and other partners to design the space, deliver critical new programming, raise the funds to meet financial obligations, and draft a plan to grow RVFB's capacity to meet the demands of this new operating model;
- Lead the organization's fundraising efforts, supporting both RVFB's comprehensive campaign to establish the Community Food Center and ensuring that we raise sufficient funds to preserve and grow our existing operations;
- Build the organization's capacity as an anti-racist, multicultural organization by fostering a culture of self-reflection, examining and improving policies and procedures, and building on existing relationships in the community that we serve;
- Bring strong operational skills to the management, financial, reporting, and administrative aspects of running a successful, lean, and innovative organization;
- Leverage strong problem-solving skills and a sense of humor to balance the day-to-day demands and constraints of the existing organization with the work necessary to deliver the vision for the organization's future.

We are especially interested in applications from experienced or emerging leaders who share our commitment to equity and community with good food at the center. While we welcome applications from experienced Executive Directors, prior experience as a non-profit Executive Director is not required. Likewise, prior food bank or food system experience is not required.

We welcome applications from individuals with backgrounds in nonprofit program management, government, education, community organizing, public health, and other fields.

The Ideal Candidate

We seek a leader with the experience or potential to help RVFB grow and become South Seattle's first Community Food Center. We understand that we will not find someone who is an expert at everything listed below. Instead, we seek someone who knows which skills s/he/they have and which s/he/they will need to develop to be successful. We are particularly interested in candidates who are able to speak to the characteristics below:

- Strong leadership abilities, including communication and relationship-building skills.
- The ability to inspire, trust, motivate, and support a team of committed staff and volunteers.
- Demonstrated cultural competency, integrity, and professional ethics in work and service.
- An understanding of trauma-informed care, conflict management, and systems of oppression, and the ability to address problems directly and respectfully.
- The willingness and ability to effectively advocate and fundraise for the organization.
- Expertise or aptitude in creating a comprehensive fundraising plan, stewarding relationships with donors, grant writing, supporting Board members in fundraising efforts, and building philanthropic and corporate partnerships.

- Strong business acumen and experience with strategic planning, evaluation, business operations, reporting and continuous improvement.
- Experience building and managing budgets and financial plans.
- The desire to work in a dynamic environment with constant change and growth.
- The ability to manage multiple complex problems at once and to think creatively, conceptually and opportunistically to achieve successful outcomes.
- The ability to build strategic and sustainable partnerships and/or alliances to meet programming goals.
- The capacity to cultivate a strong, collaborative, and transparent working relationship with an engaged Board of Directors.
- The ability to travel throughout Seattle and occasionally beyond.
- The ability to work independently as well as part of a team.
- Experience with Quickbooks or other accounting software.
- Experience with relational databases (i.e. Salesforce).
- The willingness and flexibility to periodically work outside of regular business hours.
- At least 5 years of experience in leadership, operations, administration, or other relevant fields, with at least 3 years of management or supervisory responsibility, or an equivalent amount of educational and progressively responsible professional experience.

Authority and Reporting Structure:

This position oversees the entire organization and has 6 direct reports: Agency Administrator, Warehouse Manager, Food Bank Coordinator, Youth and Community Engagement Coordinator, Data and Communications Specialist, and Community Connection Specialist. RVFB's Executive Director

will be the public face of the food bank and will be responsible for interacting with existing and potential partners, donors, food guests, volunteers, and staff members every day. This is a full-time exempt position that reports to the Board of Directors.

Benefits and Compensation:

The expected salary range is between \$85,000 and \$100,000, depending on experience and skills. Rainier Valley Food Bank provides a comprehensive benefits package, which includes:

- Medical, dental, life insurance;
- Short-term and long-term disability insurance;
- Support for professional development and training;
- An education reimbursement plan;
- Generous vacation and sick leave as well as 10 paid holidays.

Timing and Application Process

Interested applicants should submit a cover letter and resume *in one document* to <https://valtasgroup.recruiterbox.com/jobs/fk0j7h4/> **by March 29, 2019.**

The cover letter should explain what leads you to choose Rainier Valley Food Bank as the next step in your career and should detail your connection with or understanding of the community that the Rainier Valley Food Bank serves.

Timeline:

We will review applications through 3/29/19. Initial screening will take place through 4/2/19 and in person interviews will take place throughout April and a hiring decision to be made in early to mid-May. The position will remain open until filled.

Employment Practice:

Rainier Valley Food Bank is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and expression of gender identity) or any other classification protected by law. We encourage people of color and residents of the communities we serve to apply.