



## **Executive Director**

**Job Summary:** *The Executive Director is the key management leader of Franklin County Community Meals Program (FCCMP). The Executive Director is responsible for overseeing the planning, organization and direction of all FCCMP's operations and programs. Other key duties include fundraising, development, financial management, administration, marketing and community relations. Most importantly, this role stewards FCCMP in embodying its core values in serving the community while advancing the vision, mission and strategic direction of the organization.*

**Reports to:** *Board of Directors*

**Compensation:** *This is a full-time (37.5 hours), exempt position. Pay is hourly starting at \$25/hour. Benefits include 2 weeks paid vacation, subsidized health insurance along with payment for ServSafe certification and other necessary staff development/training. Schedule is generally M-F with some flexibility. Occasional additional evening/weekend hours for special events.*

**Franklin County Community Meals Program (FCCMP)** *is a 501c3 non-profit whose mission is to work in partnership with the community to alleviate hunger. FCCMP programs include 4 free community meal sites in Greenfield, Turners Falls, Orange, and Northfield, the Orange Food Pantry, and monthly Mobile Food Bank in Turners Falls. FCCMP's vision is to foster an empowered community who work together to address food insecurity while building systems and infrastructure to holistically address hunger. FCCMP values the inherent dignity and worth of each person while building a community that is inclusive, formed in mutual respect and motivated by the power of collaboration. By uplifting and strengthening one another we endeavor to dismantle barriers to food resources and build food security for all.*

### **Duties/Responsibilities:**

- **Management**
  - Staff Supervision: *Oversee 7 paid staff, prepare annual reviews along with providing guidance, training and support as needed. Indirectly oversee volunteers in conjunction with the Program Associate/Volunteer Coordinator.*
  - Program Operations: *Ensure the smooth operations of 4 meal sites and 2 food pantries. Provide oversight of processes and procedures.*
  - Board of Directors: *Prepare monthly directors reports and financial reports for meetings, prepare Annual Report, work with board chair to develop monthly agenda, and steward board in oversight of organization as well as outreach and*

*recruitment of new board members. Help build, sustain, and strengthen all board functions.*

- **Fundraising/Development**
  - *Promote a culture of abundance and philanthropy*
  - *Create and monitor fundraising goals; Plan, organize and execute fundraising initiatives across the year in conjunction with the board of directors*
  - *Engage, develop and steward relationships with donors, granting agencies, foundations, sponsors, businesses, and community partners; Solicit funds through regular correspondence, thank you letters, events.*
  - *Steward the board of directors in engagement with donors*
  - *Effectively manage and update donor software*
  
- **Financial Management and Administration**
  - *Manage all accounts including accounts payable, accounts receivable, payroll, and produce materials for annual accounting review using QuickBooks software*
  - *Prepare annual budget*
  - *Produce financial reports to federal and state agencies, other non-profits, and granting agencies as needed*
  - *Write and submit grant applications, track income and expenses, reconcile grant spending and explore new opportunities*
  
- **Community Relations/Communications**
  - *Represent the organization to the community at large; serve as first point of contact for public*
  - *Develop and maintain relationships with local community, stakeholders, and FCCMP partners, working collaboratively across sectors*
  - *Oversee creation of marketing materials, e-newsletter, and social media accounts*
  - *Maintain presence in community through various news channels including but not limited to newsprint and radio*
  - *Attend relevant community task force meetings*

### **Education and Experience**

- *Bachelor's Degree in relevant field*
- *Five years related professional experience including but not limited to non-profit administration, management or development roles*

### **Skills and Abilities**

- *Commitment to the vision and mission of Franklin County Community Meals Program*
- *Commitment to supporting local and regional food systems development*
- *Broad understanding of systemic issues related to hunger and poverty*
- *Working knowledge of QuickBooks, Excel, Word Programs, G Suite, CRM databases and various social media platforms.*
- *Strong written and verbal communication skills – persuasive and passionate communicator*
- *Excellent organizational management skills – ability to coach staff, recruit and train volunteers, set and achieve strategic goals, develop and manage annual budget*

- *Excellent time management skills with a proven ability to meet deadlines.*
- *Strong analytical and problem-solving skills.*
- *Strong supervisory and leadership skills.*
- *Ability to prioritize tasks and to delegate them when appropriate.*
- *Ability to function well in a high-paced and at times stressful environment.*
- *Strong marketing, fundraising and public relation skills with ability to engage a diverse audience*
- *Compassion for a diverse client base*
- *Success working with a non-profit board of directors*
- *Demonstrated ability to work as both a team member and an independent leader*
- *Must be licensed to operate a motor vehicle in the State of Massachusetts;*
- *Must be able to hold or rest boxes weighing 50 pounds directly on hands, shoulders, or back while walking from one location to another*

### **Terms of Employment**

- *Employee performance review will be conducted by the board of directors in the first 6 months and then annually thereafter*
- *Maintain email correspondence with FCCMP staff and board of directors*
- *Employee must give employer four weeks' notice in writing if leaving this position*
- *The information contained within this job description is not intended to be an exhaustive list. It is descriptive and not restrictive in nature, therefore, nothing shall preclude the assignment of additional duties, qualifications, entrance requirements, etc., as determined by the Board of Directors*

### **To Apply**

Submit resume and cover letter to [info@fccmp.org](mailto:info@fccmp.org) or mail applications to FCCMP; PO Box 172 Greenfield, MA 01302. Applications accepted until the position is filled. Prompt applications encouraged.

*FCCMP is an equal opportunity employer. FCCMP will not engage in discrimination against or harassment of any person employed or seeking employment with FCCMP on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran, or other characteristics protected by law. We are committed to fostering a diverse and inclusive environment.*



Partner Agency