



FISH OF GREATER NEW HAVEN, INC. – JOB POSTING

for immediate release

February 25, 2019

Position: Executive Director

Overview:

FISH of Greater New Haven, Inc., is seeking a self-motivated, highly-organized, and experienced individual to serve as Executive Director (ED). This full-time staff member oversees other staff members, and is responsible for all organizational operations, including program services, administering the annual budget of \$400,000, development, fundraising, public relations and communications. The ED works with an extensive network of volunteers and supporting organizations, as well as with an active and engaged Board of Directors (BOD).

FISH of Greater New Haven is a 501(c)(3) nonprofit food pantry, delivering groceries and foodstuffs to low- and no-income households in New Haven, Connecticut. FISH is the only food pantry in the area that delivers directly to clients' doors.

Responsibilities:

Program Services:

- Oversee the grocery delivery program, including supervising the the Program Manager. The Program Manager's responsibilities include overseeing food acquisition (incoming deliveries of purchased and donated food items, and orders through CT Food Bank), tracking and weighing all incoming food, stocking, packing grocery bags, coordinating volunteers, drivers, and delivery routes, and all record keeping.
- Ensure that appropriate records are maintained and that data on all clients are collected in a timely and accurate manner.
- Produce regular reports on program services for the BOD and funders.

Volunteer Coordination and Internships:

- Actively solicit new volunteers, coordinating a variety of businesses and civic, and faith-based organizations.
- Maintain records on all volunteers, including contact information and waiver forms, and work with the volunteers to retain their ongoing support.
- Develop an internship program and actively market to area colleges and universities.
- Recruit and oversee semester-long interns. All volunteer and internship activities are reported regularly to the BOD.

Facilities and Maintenance:

- Ensure proper and clean maintenance of all facilities and equipment in compliance with all safety and legal standards, including signed lease agreements.
- Oversee purchasing of all requisite equipment, supplies, and contracts with cleaning and maintenance workers when appropriate.

Finances:

- Review and approve all expenditures for cost reasonableness and allowability.
- Work closely with the Treasurer and Board of Directors to ensure proper accounting, including the creation of an annual operating budget and monthly year-to-date (YTD) actuals.
- Review monthly YTD budget vs. actuals at least monthly and develop a corrective action plan if line items are not within budget.
- Manage all facilities, utilities, and service-related accounts.
- Ensure all payables and receivables are processed in a timely and accurate manner, and maintain proper organizational records in a clear and well-organized fashion in both hardcopy and electronic formats.
- Maintain clear and well-organized records of all cash and in-kind revenue and expenses

Development & Fundraising:

- Create and execute an annual development plan that includes defined goals for revenue (by source), special events, fundraisers, social media, and donor engagement.
- Develop a clear strategy with defined goals for revenue annually.
- Manage the *grant writing* process from prospect research to ensuring high quality and timely submissions of grant applications and reports, and follow up with funders if funds are not awarded.
- Maintain grant tracking system that clearly identifies grant-specific information including but not limited to, due dates, amounts applied for, amount awarded, status of award, reason for rejection, etc.
- Organize and execute regular fundraising efforts and events (with BOD assistance) according to an annual development plan, and solicit and cultivate relationships with individual donors, businesses, faith-based organizations, civic groups, and schools on a regular basis.
- Oversee and execute the following activities: individual and major donor cultivation, events, direct mail and email campaigns, social media, marketing, newsletter and e-newsletters, and other appeals.
- Maintain clear and accurate records of all fundraising efforts.

Public Relations & Communications:

- Develop and execute a clear public relations and communications strategy, including, but not limited to, newsletters, mass emails, marketing, social media, events, and outreach and speaking engagements.
- Cultivate relationships with community partners (e.g., service organizations and religious congregations) and represents FISH in the City's Food Policy Council and other public forums.

Qualifications:

Bachelor's degree and at least 3 years of relevant experience in a nonprofit and/or human services setting. Master's degree in social services, social work, nutrition/health, public administration/policy or other related field preferred.

Must possess excellent organizational and interpersonal skills. Must possess strong communication skills, both written and verbal, including interpersonal skills and a basic knowledge of client and donor confidentiality and privacy practices. Must be able to work both individually and collaboratively, as well as in a managerial capacity. Experience overseeing volunteers and knowledge of nutritional standards are pluses. Must possess excellent computer skills, including Microsoft Office suite, Adobe suite, web-based reporting programs, file management, social media, and mass-email communications. Past experience working with low- or no-income households and/or food assistance is a plus. Spanish proficiency is a plus. Must have a valid Connecticut driver's license and be able to lift up to 50 lbs.

The ideal candidate has past experience in administering nonprofit organizations and/or in a senior management position at a larger organization, is comfortable working amicably with a volunteer Board of Directors, is flexible and self-motivated, and is comfortable overseeing organizational transitions.

Supervisory Relationships: Reports to the Board of Directors. Supervises all staff and volunteers.

Salary Range: Commensurate with experience.

Schedule: 40 hours per week (exempt); occasional nights and weekends.

Application: Please submit a cover letter, résumé, three references and desired salary range via email to the search committee (careers@fishofgreaternewhaven.org).

FISH of Greater New Haven, Inc., is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender, national origin, ancestry, age, marital status, sexual orientation, disability, or unfavorable discharge from military service.