SOUTH PLAINS FOOD BANK, INC.
5605 Martin Luther King Blvd., Lubbock, Texas 79404
806/763-3003 Fax: 806/741-0850

Job Description

The **South Plains Food Bank, Inc**. is a humanitarian organization dedicated to serving West Texas by providing those who experience food insecurity with a helping hand. The South Plains Food Bank, Inc. also extends opportunities for community members to both engage in service, as well as for employment within an environment that promotes community interaction and is enthusiastic about aiding the conclusion of the poverty cycle.

Position Title: Chief Executive Officer

Immediate Supervisor: Board of Directors

Position Summary: The Chief Executive Officer is responsible for administering the overall operation of the South Plains Food Bank (SPFB) Inc. This includes program development, fundraising, business operations, and community relations. The Chief Executive Officer is also the key management leader for the Food Bank and is also responsible for overseeing the administration, and strategic plan of the organization. This position reports directly to the Board of Directors

Duties and Responsibilities:

- Leads strategic planning for programs and services that further the Food Bank's mission.
- Oversees development and implementation of programs and services to meet the organization's goals.
- Responsible to generate fundraising along with the Chief Development Officer.
- Oversees fundraising planning and implementation, including development of annual targets and major gifts solicitations.
- Identifies, cultivates, and solicits new individual donors and maintains a strong stewardship program for existing donors.
- Manages the finances of the SPFB including budgetary planning, fund raising, reporting systems, and staff assignments.
- Ensures the organization is consistently presented with a strong, positive image to the community and local media.
- Serves as the primary representative of the Food Bank within the community, actively communicating with volunteers, donors, partner agencies, government representatives, community organizations and the public.
- Maintains and strengthens existing partnerships and builds new ones.
- Maintains a positive and meaningful relationship with State and National Food Banks.
- Adheres to the Food Bank regulations of Feeding America.
- Represents the SPFB locally, state, and nationally.
- Oversees the annual budget for Board approval
- Supports operations and administration of the Board by advising and informing Board members. Participates in Board and Board Committee meetings as needed.
- Assists Board Chair in setting agendas and preparing materials for meetings.
- Serves as liaison between Board and Staff.
- Facilitates a regular strategic planning process.
- Implements policies and directions established by the Board of Directors of SPFB.
- Formulates and presents proposed program changes to the Board of Directors.
- Motivates the board and staff to accomplish missions.
- Ensures that agencies feeding the poor receive safe food.

- Oversees the overall functioning of the SPFB Corporation: Food Bank Operations Division; Farm, Orchard & GRUB Division; Administration; Finance; and Development.

Qualifications:

- Bachelor's degree or equivalent experience
- Executive-level management experience that includes planning, fundraising, managing staff, overseeing finances, and working with Boards.
- Non-profit organizational experience and an understanding and appreciation of best non-profit management practices.
- Outstanding skills in public speaking, written and oral communications and good interpersonal skills.
- Ability to supervise
- Experience in food and management
- Experience with Fundraising and Sustainable Funding

Salary & Benefits:

- Salary: $ *Based on Experience*
- Paid Health and Life Insurance after 60 days.
- Generous Paid Time Off (PTO) program.
- Optional 403 (b) retirement plan with matching after 2 years.
- Optional AFLAC insurance products.

(Updated 2/2020)