

Job Title: Executive Director

Reports To: Board of Directors

Classification: Non-Exempt, Part-time Employee, Non-Benefit Eligible

Pay: \$17 - \$19/hour

Location: Remote with some in-person activities

Hours: .5 FTE (20 hours/week), Flexible Schedule

Position Purpose

The Executive Director is an important position leading TC Food Justice's leadership team. TC Food Justice (TCFJ) is a Twin Cities-based food rescue nonprofit launched in 2015 with the mission of increasing access to nutrient-rich food while reducing waste. TCFJ is experiencing an exciting period of growth and is looking for a leader to help build upon past successes.

TC Food Justice's work is dependent on a small core team of staff along with a large group of community volunteers, which necessitates a high degree of coordination and attention to detail. This position is responsible for the daily oversight of all staff members (currently 3 part-time employees), acts as the main liaison to the board of directors, oversees core operations, and provides general oversight and direction for all program work. This role helps build and maintain positive working relationships with staff, volunteers, donors, partners organizations, and the larger community.

Primary Duties & Responsibilities

Organizational:

- Oversees all operations of the organization, ensuring programs align with mission
- Oversees regular strategic goal development in cooperation with the Board of Directors
- Supervises staff and interns, including leading of bi-weekly meetings
- Updates, maintains, and manages organization policies and handbooks
- Maintains storage and supplies, orders additional supplies when needed
- Maintains correspondence with the Board of Directors and board subcommittees

Financial and Legal:

- Works closely with the Treasurer on budgeting and processing/acknowledging donations and acts as signer on TCFJ bank account
- Manages payment of bills, subscriptions, memberships, reimbursements and registration fees
- Oversees legal matters and insurance policies and consults with appropriate experts when needed
- Renews and manages official 501c3 organization registrations
- Coordinates fundraising initiatives and activities, including individual and institutional giving, events, grants, etc.

Communications:

- Represents TCFJ at community and partner events as chief spokesperson
- Establishes strong relationships with partner organizations and actively seeks out new partnership opportunities

Preferred Qualifications

- Experience supervising or managing others in a professional setting, providing day-to-day supervision and coaching; ability to motivate others and resolve conflict
- Experience with community outreach
- Experience with non-profit fundraising and grant writing
- Understanding of basic HR principles and practices
- Experience managing money/finances in a professional setting
- Ability to set goals and achieve results through priority balancing and problem solving
- Good people skills, cultural sensitivity and understanding
- Must be comfortable using basic technology including Microsoft Word, Excel, PowerPoint, Gmail, Google Drive, and online apps
- Organized with good attention to detail
- Strong verbal and written communications skills
- Willing to travel throughout Twin Cities area as needed to meet with partners, donors, and volunteers
- Personal phone and regular (daily) access to personal computer and internet
- Commitment to TCFJ's mission

Work Environment/Physical Requirements

- TC Food Justice is a remote work environment and most of the Executive Director's work will be done remotely.
- Must have some in-person availability and flexibility to meet in person with staff, volunteers, donors, and partners when needed.

And other duties as assigned.

How to Apply

Please submit a cover letter and resume via email to andrea@tfoodjustice.org. Applications will be reviewed on a rolling basis beginning on 08/29/21. Please submit materials in word or pdf format.

Include in your cover letter your relevant experience and why you are interested in working with TC Food Justice. For more information on our organization please visit our website at www.tfoodjustice.org.