

Thurston County Food Bank

CHIEF EXECUTIVE OFFICER (CEO)



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THE OPPORTUNITY

The Thurston County Food Bank (TCFB) has a simple yet vital mission: To end hunger in the greater Thurston County region. TCFB, through its community partners, staff, volunteers, and Board of Directors, is committed to the goal that no one should go hungry, especially not children.

Over the past two decades the TCFB has grown in its operations, partnerships, and food distribution network to serve thousands of families in our region. With the departure of the longtime Director, TCFB seeks a dynamic, innovative, and committed leader to serve as the next Chief Executive Officer to help us drive forward toward making our goal a reality.

The position is located in Thurston County, WA. The Olympia, Lacey, Tumwater area sits at the south end of the Puget Sound and is a charming, unique community that offers arts, culture, education, heritage, that is surrounded by numerous opportunities for boating, fishing, hiking, biking, golfing, and other outdoor recreation. Learn more about the area here: [Welcome To Olympia](#)



ORGANIZATION

Founded in 1972, the [Thurston County Food Bank](#) (TCFB) has grown to occupy three locations around Thurston County. This includes the downtown Olympia Client Services Center, a ~12,000 sq. ft. warehouse built in 1942; a second Client Services Center in Lacey opened in 2021, which includes a 1,750 sq. ft. Farm Stand, a 5,500 sq. ft. food bank, and a 10,000 sq. ft. garden space; and the 25,000 sq. ft. Tumwater Warehouse Regional Distribution Center. The Thurston County Food Bank's paid staff of twenty-seven (27) employees is supplemented by roughly 5,000 volunteers annually who provide more than 60,000 hours of service.

TCFB's services include providing clients with basic food items including fresh produce and chilled items (for example - deli sandwiches, dairy products, and prepared salads). They also provide shelf-stable canned goods and frozen protein items. Clients choose the food they want based on the shopping model. Baby food and formula and food for those with special diets or those without cooking facilities are also available. TCFB distributes United States Department of Agriculture (USDA) Foods through two separate programs, one of which serves older adults; the other is available to all low-income households.

TCFB's outreach efforts include many best practices such as "FORKS" (For Kids), a backpack meal program. Additionally, Nutrition Education focuses on promoting healthy eating by making policy,



environmental, and systems changes within both the Food Bank and schools. The Client Services staff assists clients with applications for the Basic Food Program, targeting hard to serve populations and provides basic information and appropriate referrals to other agencies. The Mobile Food Bank offers food distribution at low-income senior housing areas to improve access for those with limited mobility or transportation.

TCFB supports nineteen (19) satellite/mobile food banks in collaboration with other service providers and the faith community. TCFB also offers limited home delivery to those without transportation.

The Food Bank relies on community contributions (~\$2.5m in FY 2021) while in-kind donations of food (~\$8.0m in FY 2021) and volunteer support rest at the core of their annual budget. Community food drives keep the shelves stocked and volunteers keep the doors open. It is because of this strong community support that administrative costs are a small part of their budget. The total anticipated budget for FY 2022 is ~\$13m.

MISSION AND CORE PHILOSOPHIES

Our mission is to eliminate hunger within our community, in the spirit of neighbor helping neighbor.

Core Philosophies

- Eliminating access barriers
- Prioritizing health
- Prioritizing children
- Rescuing good food from going to waste
- Partnership and collaboration



THE POSITION / YOUR ROLE

The Chief Executive Officer (CEO) reports to the 13-member Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. The CEO provides overall leadership and direction to all Thurston County Food Bank services, programs and resources, and serves as principal advisor to the Thurston County Food Bank Board of Directors.

The CEO establishes annual goals and objectives, short and long-range plans, and policies and procedures to ensure the operation of the Food Bank is carried out in an efficient, timely and cost-effective manner. A primary responsibility is to serve as a representative of the TCFB and to strengthen relationships with other jurisdictions, State, Federal and local agencies, local media, citizen interest groups, and private businesses. The Chief Executive Officer provides leadership and direction to the management team and serves as the top-level executive responsible and accountable for interpreting and carrying out the objectives of the Board's Strategic Plan. The CEO acts as the liaison between the Board and all Food Bank employees and is the sole employee answering directly to the Board of Directors.

While not an exhaustive list, representative duties include coaching, mentoring, and developing management team members; building and fostering relationships with external stakeholders and community partners; public relations and media relations; monitoring and evaluating the performance of programs against established objectives; Board relations; budgeting, financial management, and reporting; donor relations and fundraising; government and legislative relations; actively publicizing and promoting the activities of the Thurston County Food Bank; and long-range strategic planning.



PRIORITY ACTIVITIES FOR THE NEW CEO

Build relationships within the organization and community with staff and board members, civic and community leaders at the City, County, and State levels, partner organizations, nonprofit leaders, and leaders in the faith community.

Work with senior leaders within the organization to develop and implement practices designed to minimize barriers, increase opportunities for interaction and cross-departmental collaboration, and enhance teamwork and knowledge sharing between the Food Bank's three current locations.

Form and foster positive, productive, and mutually beneficial working relationships with the Food Bank's funders, donors, and contract holders.

Create and implement a technology, infrastructure, and staffing plan designed to address current Food Bank needs that can scale as the organization grows in the future. Review and revise existing HR and other policies and procedures with an equity lens to ensure the Food Bank is aligned with current best practices.

Gain a detailed knowledge of the Food Bank's programs, services, and operations with the goal of developing a credible voice to speak on behalf of the organization.



Establish self as a key leader in the local network of nonprofit service providers and work toward addressing the root causes of economic instability and food insecurity in the community.

Guide the organization through the implementation of the current strategic plan. Create a forward-looking plan that considers the anticipated growth of Thurston County in the coming years and the impact that growth will have on the demand for Food Bank services.

Provide leadership in the late stages of the warehouse expansion project and the next steps in the downtown Olympia location remodel and renovation.

Explore and implement new methods of service delivery and evaluate the possibility of expanding hours and home delivery, and/or adding locations to address ongoing and growing needs in the community. Not everyone in need has the ability to visit one of the Food Bank's locations.

Guide the organization through a celebration of its 50 years of community impact using this platform to raise broader awareness and visibility for the Food Bank.



LEADERSHIP ABILITIES/ WHAT YOU BRING

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. Thurston County Food Bank is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- Experience serving as a CEO, Executive Director, Deputy Director, COO, CAO, CFO, CDO, or similar role(s), or as a senior staff member of an organization, division, or department of comparable size.
- Broad understanding of all aspects of running non-profit organizations (program development and administration, communications and marketing, human resources and staff professional development, and budgets and finances).
- Exposure to social sector or nonprofit services, business operations, public sector operations, or human services – which may come from board, volunteer, or staff service – is required for success in this role.
- High emotional and social intelligence coupled with the ability to build and cultivate internal and external relationships to increase organizational capacity, capabilities, reach, and positive impact.
- Bachelor's Degree in Public Administration, General Business Administration, Social Service, or a related field and eight years of progressively responsible management level experience; or an equivalent combination of education and experience.



COMMITMENT TO:

- Valuing differences and embracing opportunities to learn about and respect different generational, cultural, and socio-economic backgrounds.
- Providing services to all in a dignified and respectful manner.
- Fostering an open, innovative, evolving, inclusive culture.
- Public service and providing for the basic needs of the community.
- Compassion, honesty, integrity, reliability, and empathy.
- An abundance perspective, curiosity, and a sense of humor.
- Leading development of cost-effective, efficient processes across the organization, maximizing return on investment, and ensuring staff has the resources necessary to be successful.
- Antiracism, racial, social, and gender justice in the broader community.



LEADERSHIP ABILITIES/ WHAT YOU BRING (CONT.)

KNOWLEDGE OF:

- Management principles and practices.
- Food distribution systems.
- Grant writing, reporting, and compliance.
- Employment laws and regulations.
- Local economy and food systems.
- Federal and State regulations affecting non-profits.
- Policy advocacy.
- Procurement policies and practices.

SKILL IN:

- Monitoring and evaluating subordinate staff.
- Facilitating group decision-making.
- Responding effectively to sensitive inquiries or complaints.
- Making effective and persuasive speeches and presentations to public groups, elected officials, and/or Boards of Directors.
- Delegating responsibility and authority to management staff.
- Representing TCFB before legislators, civic groups, regulatory agencies, and others in the community.
- Preparing written documents for communications, marketing, and other purposes.
- Monitoring and overseeing the TCFB budget process and the major capital projects.
- Developing effective work plans, goals, and objectives.



ABILITY TO:

- Work with individuals of varying socio-economic, cultural, and ethnic backgrounds.
- Understand and apply the philosophy in support of the mission of the Thurston County Food Bank.
- Effectively tell the story of the Food Bank and connect with, inspire, and engage donors, volunteers, partners, collaborators, and other community stakeholders.
- Navigate uncertainty during an unprecedented time of supply chain issues, skyrocketing food prices, and increased need for services. High tolerance for leading in the midst of uncertainty and chaos.
- Communicate across all levels of food bank staff, as well as seek out valuable input from them.



TO BE CONSIDERED

The position is open until filled, with a priority deadline of **August 5, 2022**.

Candidate materials are reviewed on an on-going basis and initial interviews will begin by mid-July. Please submit a resume and a two-page (or less) cover letter addressed to Board President, Bruce Wollstein at:

valtasgroup.hire.trakstar.com/jobs/fk02v5o

Please upload the resume and cover letter as a single WORD or PDF document.

You may direct questions to Ed Rogan at ed@valtasgroup.com or 206.697.8428 or Emily Lee at emily@valtasgroup.com or 206.409.2215.

The Thurston County Food Bank recognizes that hunger is a symptom of poverty, and that poverty is rooted in social inequities. Our philosophy of providing services in the spirit of neighbor helping neighbor is tied to our commitment to supporting families so that they can be successful. The Food Bank is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion at all levels of the organization.

Human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our staff, volunteers, and customers invest in our organization represents a significant part of our culture, our reputation, and our success.

TCFB is an equal opportunity employer. No person will be denied employment for reasons of differentiation regarding race, religion, gender, age, marital status, disability, sexual orientation, and national origin. TCFB will recruit, hire, train, and promote to all levels without regard to race, religion, gender, age, marital status, physical or mental disability, sexual orientation, and national origin.

COMPENSATION & BENEFITS

The annual salary range for this position is **\$135,000 - \$150,000**.

Thurston County Food Bank is committed to supporting all employees through competitive salary and benefits, a commitment to equity and inclusion, and training and professional development opportunities.

The comprehensive benefits package includes:

- Medical, dental and vision benefits
- Simple IRA retirement plan with 3% employer match
- Long-term disability and life insurance
- Paid holidays
- Generous paid time off policy for vacation and sick days





ABOUT VALTAS GROUP

We are proud of our work as [Interim Executive Directors](#), supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We [lead the search process](#) in [partnership with the board](#) and staff leadership, as consultants for [recruiting and search](#) to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. [Contact us](#) to learn about our [executive interim and placement services](#) and keep your organization moving during any transition or major change.

[CONTACT US](#)