

## EXECUTIVE DIRECTOR



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# THE ORGANIZATION

The [Issaquah Food & Clothing Bank \(IFCB\)](#) has a 50-year history of supporting the community through distributing food and other vital resources with compassion and dignity. The IFCB is committed to providing quality food, clothing, hygiene items and [case management services](#) to anyone in need in the service area. With a specific emphasis on healthy foods, IFCB works hard to get fresh, local produce into the homes of those in need. Based on the belief that food is a right, not a privilege, IFCB strives to provide a gracious space where all people feel welcome, safe, and cared for.

The Issaquah Food & Clothing Bank served about 6,000 individuals in 2021, through their combined [programs](#) and [services](#).

To see recent media coverage and newsletters, please visit IFCB's [Media & News page](#).

Following an extensive and intentional strategic planning process, the board and staff have aligned behind the following mission, vision, and values:



## VISION

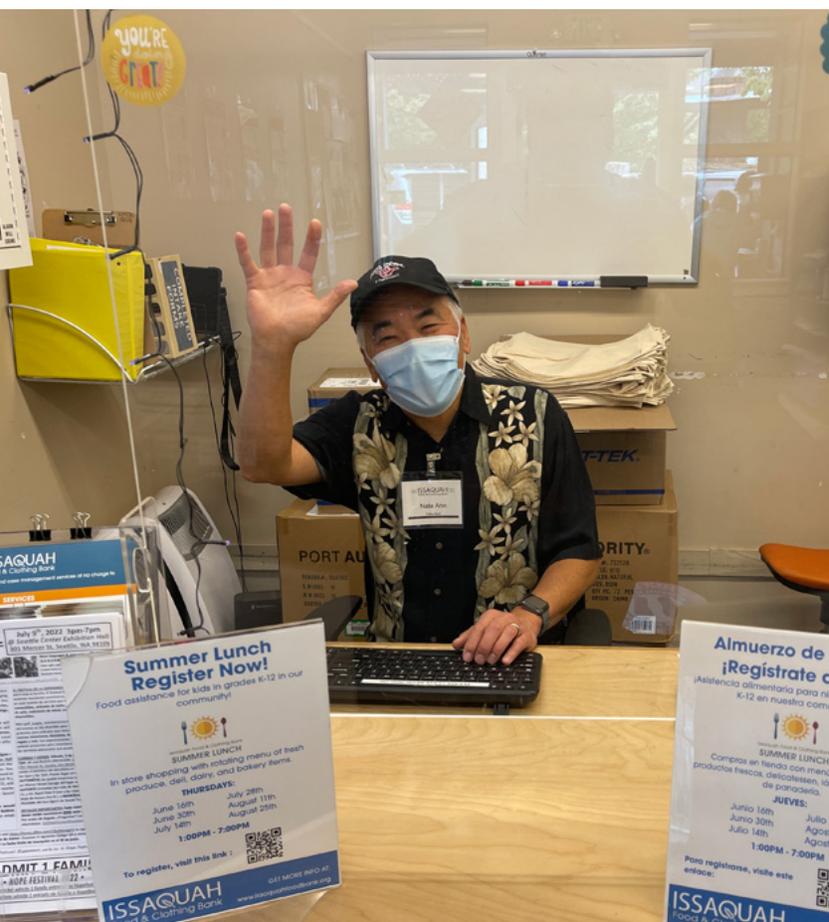
A thriving, connected community where everyone has access to healthy food and necessities of living.

## MISSION

The mission of the Issaquah Food & Clothing Bank is to nourish and nurture our community through healthy food and connections to essential services.

## VALUES

- **Adaptability** – Be agile and proactive in addressing the evolving needs of our community.
- **Compassion** – Listen to, understand, and support members of our community.
- **Welcoming** – All individuals are valued without judgment and treated with respect.
- **Excellence** – Foster an environment where everyone can be and do their best.
- **Community** – Engage the community and partners to accomplish more than we could alone.



# THE POSITION / YOUR ROLE

The Executive Director (ED) will lead the evolution of IFCB as the organization strives to:

- Nourish more people;
- Connect community and resources;
- Improve IFCB's systems, processes, and reputation.

The Executive Director (ED) reports to the Board of Directors and is responsible for the overall management and operation of the Issaquah Food & Clothing Bank, including but not limited to: implementation of IFCB's strategic plan, supervising and sustaining a strong work force, ensuring maximum impact and efficiency of existing programs, strategic identification of potential new programs or modifications to existing programs, financial management, sustaining and growing community relationships, donor cultivation and fundraising, and major events. The Executive Director also plays a key role in special projects, including an anticipated capital campaign to raise funds for expansion of facilities. In addition, the ED prepares and provides a variety of reports, information, and recommendations to the Board of Directors in a timely and efficient manner.

The Executive Director oversees a ~\$2.4 million budget and 3-5 direct reports with a total staff of 12-16. This team is committed to the mission of the organization and dedicated to their clients and the community. The caring, close-knit team of staff members have been described as cheerful, focused, and friendly, with the shared goal of providing a gracious space at the forefront of their actions.



# PRIORITY ACTIVITIES FOR THE NEW ED

Implement the new strategic plan to accomplish the organization's mission. Work with staff leadership to develop and monitor work plans and goals.

Establish and foster mutually beneficial working relationships with IFCB's staff, board members, community partners, funders, and other stakeholders.

Expand the organization's facilities in partnership with Board of Directors. This includes completing the acquisition or renovation of property designated for IFCB's facility; overseeing the work of project managers and construction managers; and executing a capital campaign.

Serve as the public face of IFCB, expand visibility and awareness of IFCB's programs and services throughout the community and cultivate relationships with key stakeholders, partners, and nonprofits in Issaquah and surrounding communities.



Establish IFCB as a connector for clients to access critical services provided by both IFCB and other nonprofit organizations.

Evaluate opportunities to expand existing services (e.g., pop-up pantries, mobile food delivery) and add new services to address shifting needs in the community.

Improve and implement organizational structure, systems, technology, and financial model to ensure long-term viability and to enable growth.

# 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. Issaquah Food & Clothing Bank is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- Experience serving as an Executive Director, Deputy Director, Department Director, 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 management, community relations, human resources and staff development, and budgeting and financial management).
- Experience managing or supervising work with non-profit and/or volunteer organizations, 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.
- Experience in food bank or related community assistance services.

## **COMMITMENT TO:**

- Holding the mission of IFCB at the forefront of any decision making that has organization-wide impact.
- Collaborating and working with others with a high level of integrity.
- Antiracism; racial, social, and gender justice in the broader community.
- Providing services to all in a dignified and respectful manner.
- Fostering a culture and work environment that is open, inclusive, nurturing, trusting, and committed to excellence and the efficient use of donor dollars.
- Providing for the basic needs of the community.



- Operational excellence (e.g., continuous improvement in staff engagement, workflow, inventory management, supply chain management).
- Enthusiastically representing IFCB before City and County leaders, other government and non-profit agencies, and the general public.
- Demonstrating compassion, integrity, reliability, and empathy.

## **ABILITY TO:**

- Manage a complex, multi-service, dynamic operating environment.
- Work with diverse populations.
- Uphold client confidentiality.
- Make decisions in a fact-based and inclusive manner.
- Effectively tell the story of IFCB in a variety of settings and communications channels.
- Provide inspiring, compassionate, and engaging leadership to the staff, board, and community.
- Execute on organizational plans and goals, delegate appropriately, and hold self and others accountable.
- Recognize and respond accordingly when it is time to adjust operations and address changing needs among clients, staff, and the community.
- Make effective and persuasive speeches and presentations to public groups, elected officials, and/or Boards of Directors.
- Develop effective work plans, goals, and objectives.
- Maintain a positive attitude.

# TO BE CONSIDERED

The position is open until filled, with a priority deadline of **September 9, 2022**.

Candidate materials are reviewed on an on-going basis and initial interviews will begin by late August. Please submit a resume and a two-page (or less) cover letter addressed to Board Chair, Mike Bresko at: [valtasgroup.hire.trakstar.com/jobs/fk02zma](mailto:valtasgroup.hire.trakstar.com/jobs/fk02zma)

You may direct questions to Ed Rogan at [ed@valtasgroup.com](mailto:ed@valtasgroup.com) or 206.697.8428 or Emily Lee at [emily@valtasgroup.com](mailto:emily@valtasgroup.com) or 206.409.2215.

*The Issaquah Food & Clothing Bank places equity high on our list of values. As an employer, this is demonstrated by our equal employment opportunities to all employees and applicants. All applicants will be considered for employment regardless of race, color, religion, age, sexual orientation, gender identity, national origin, veteran, or disability status.*

## COMPENSATION & BENEFITS

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

Issaquah Food & Clothing 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 (85% covered by IFCB)
- Simple IRA retirement plan with an employer match
- Paid holidays
- Generous paid time off policy including vacation and sick leave
- Professional development opportunities and educational benefits





## 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](#)