

Executive Director Job Description

The Executive Director will work 35-40 hours a week and supervise all aspects of administration, development, strategic planning, public speaking, personnel, fundraising, and program development and implementation. The Executive Director is also in charge of making sure the operations of the kitchen and programs of The Community Table are running smoothly. The Executive Director may need to work evenings to replace the Kitchen Manager/ Volunteer Coordinator (KM/VC) in an emergency. The Executive Director position may also require some travel time to educational workshops. This position requires a minimum of a B.A. or B.S. degree in a related field. A valid driver's license is also a condition of employment. The Board of Directors will do an employee evaluation with the ED each December. The ED will administer an evaluation with the KM/VC 6 months after beginning work and on an annual basis thereafter.

The Executive Director position includes a number of specific roles but is not limited to these roles in that such jobs may be assigned to others (volunteers or volunteer board members):

- Supervise Kitchen Manager/ Volunteer Coordinator and assist as needed
- Forge and maintain donor relationships, send donation receipts and thank you notes, fundraising letters, donor data base
- Fundraising and Event Planning
- Community Outreach, Volunteer Recruitment, Networking, Public Relations, Media, Marketing, Website
- Financial and Legal Compliance, Tax Preparation, Licensing, Contracts, Reporting Requirements
- Grant Writing
- Advocacy and Education, Knowledge of Available Resources
- Sourcing Food and Coordinating Delivery to The Table (USDA, MANNA, Wal-Mart, etc.)
- Budget Management, Pay Bills, Record and Make Deposits
- Answer E-mail and phone inquiries
- Solve Problems- from broken equipment to human conflict
- Anything that emerges
- Other duties as assigned by the BOD