

Executive Director

Tri-State Food Bank, Inc.

Tri-State Food Bank

Tri-State Food Bank (TSFB) collects, stores, and supplies food to non-profit feeding organizations throughout 9 counties in Indiana, 8 counties in Kentucky, and 16 counties in Illinois. TSFB distributes approximately 16 million pounds of food to a network of over 330 partner hunger relief organizations.

TSFB is affiliated with Feeding America, a nationwide network of food banks addressing food insecurity.

Your Role in Our Mission

The Executive Director (ED) of TSFB is the public representative of the food bank and the primary link between the Board of Directors, the staff, and the community volunteers. The ED is responsible for the planning, direction, and administration of TSFB's operations while working towards the organization's primary mission which states Tri-State Food Bank will improve the quality of life for our community's families and children by providing adequate food and nutrition through our network of local charities feeding the hungry. Through trusted leadership and collaboration, the successful ED will guide and implement TSFB's strategic vision while upholding their core values and ensuring regulatory compliance. The ED will help cultivate forward-thinking ideas and lead the successful implementation of new programs that will continue to address the hunger needs of the community.

Key Responsibilities

Collaborate with the board of directors

- Develop, recommend, and evaluate policies, programs, and services.
- Ensure compliance with the organization by-laws.
- Identify, recruit, and recommend prospective board members.
- Provide training to new and current members.
- Ensure preparation of annual operating and capital budgets for board approval.
- Address current and projected needs and oversee the creation of a comprehensive fund development plan.
- Help develop an annual report that outlines TSFB's programs and services' impact on the community.

Engage with the community

- Represent TSFB to all stakeholders – including corporations, foundations, donors, volunteers, food distribution agencies, and the neighbors they serve.
- Foster relationships within the community to advance the development and resource acquisitions efforts.
- Develop and maintain positive relationships with partner organizations, government leaders, vendors, donors, other food banks, and key influencers.
- Become an active participant in national, regional, and affinity groups to stay connected with the Feeding America network and food banking industry.
- Provide engaging appearances in the media to educate and advocate on the food needs within the community.

Oversee food bank operations

- Maintain financial stability through effective resource allocation and financial and program management.
- Ensure the development and training needs of the workforce.
- Exhibit a strong desire to learn by studying current trends within the hunger-relief and food industry fields.
- Continually assess the effectiveness of current TSFB programs and services.
- Conduct ongoing review of TSFB activities and ensure they are aligned with the board-approved strategic plan.
- Provide guidance and leadership to senior management staff.
- Oversee compliance with all grants and contracts to ensure the funds are used for TSFB activities as directed by the funding source and within a timely manner.
- Maintain compliance with Feeding America (FA) in accordance with FA policies and regulations.
- Evaluate programs and help establish new programs, as needed.
- Serve on the board of directors of the Food Bank State Associations in Indiana, Illinois, and Kentucky.

Desired Skills and Experience

- BA/BS degree and a minimum of five years management experience with organization and program development, management, planning, human relations, reporting, and evaluation skills.
- Having demonstrated success working in a food bank is strongly preferred.
- Skilled communicator, both verbally and in writing.
- Able to confidently and effectively communicate in front of large groups of people.
- A demonstrated passion for the food banking industry with a strong commitment and desire to work towards a hunger-free community.
- Ability to motivate people from all walks of life – such as board members, team staff, volunteers, and community leaders – to support TSFB's mission.
- Experience working with a diverse population.
- Knowledge of financial management as well as non-profit fund development strategies.
- Experience working with a board of directors and administering policies and procedures.
- Effective networking skills to help achieve TSFB's goals.
- Able to project an approachable and confident public persona, especially when interacting with elected officials, the media, partners, and key collaborators.
- A willingness to flex and adapt to any changing conditions.
- Able to foresee emerging trends and anticipate future consequences while remaining strategically agile to adapt when necessary.
- Adept at effective team building with a passion for motivating individuals to achieve more.
- Irreproachable trust and integrity with an ability to remain composed in even the most stressful environments.
- Must be proficient in Microsoft Office Suite and online technologies.

Applicant Qualifications

- Onsite only at the Evansville, IN site.
- Valid driver's license.
- Must be willing and able to travel throughout TSFB's service area as well as some national travel (e.g. Feeding America conferences).
- Ability to traverse TSFB's facilities and properties.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Your Benefits

- Salary will be commensurate with experience
- Medical insurance, including prescription benefits (90% company paid)
- Dental insurance
- Vision insurance
- Life insurance (100% company paid)
- IRA contribution (\$2,000 per year)
- Paid time off
- 13 paid holidays
- Family bereavement leave
- Use of a company vehicle
- Use of a company phone

How to Apply

Email resume and cover letter to career@tristatefoodbank.org. Applications will be accepted until the position is filled.