

College Students Basic Needs Program [CSBNP]

OPPORTUNITY: Executive Director, CSBNP

THE ORGANIZATION

The College Student Basic Needs Program [CSBNP] helps under-resourced college students experiencing food and housing insecurity and lacking other resources to meet basic needs to stay in school, succeed academically, graduate and obtain better paying employment. A significant portion of the students we assist are people of color and/or represent a diverse array of other demographic groups. Many commute to school and hold down low-paying jobs. CSBNP programs benefit two generations in the case of many students who are parents.

CSBNP's seven consortium members provide a difficult-to-replicate array of food, housing, non-profit business, governance and other types of advice and services needed to serve our under-resourced students: *Core Members*: Montgomery County Community College (MC3), a 2-year junior college, <https://www.mc3.edu/choosing-montco/student-experience> operates a wellness center with two food pantries for students at its Blue Bell and Pottstown campuses; Gwynedd Mercy University (GMercyU), a 4-year university, <https://www.gmercyu.edu/student-life/campus-resources/health-resources/> operates Catherine's Cupboard, in a dedicated building on its Gwynedd Valley campus; Manna on Main Street (Manna), <https://mannaonmain.org/> operates a full-service food pantry in Lansdale, PA which delivers food remotely ordered on-line by students to the Blue Bell and Gwynedd Valley campuses; and Pottstown Cluster of Religious Communities (PCRC), <https://www.pottstowncluster.org/> provides remotely ordered food for students on the Pottstown campus; and *Supporting Members*: Family Promise Montco, <https://www.fpmontco.org/> provides housing and food pantry services; Montco Anti-Hunger Network (MAHN) <https://www.montcoantihunger.org/> is a network of County food pantries; and Your Way Home Montgomery County, <https://yourwayhome.org/> is a public/private housing organization. Fiscal intermediary services are provided by Tri-County Network (TCN), <https://tcnetwork.org/>.

CSBNP is managed by the Core Team. Members of the Core Team include: Betsy Stone Plummer - CSBNP Co-Project Coordinator (Director of Service & Catherine's Cupboard, GMercyU); Nichole Kang, PhD - CSBNP Co-Project Coordinator (Director, Wellness Center, MC3); Suzan Neiger Gould - Executive Director, Manna; Anissa Jones - Director of Operations, PCRC; Vicki Giammarco - Director of Grants, MC3; Holly Parker - Executive Director, Tri-County Network (TCN); and John Kepner - Senior Project Advisor, a retired health care executive, consultant and attorney.

While CSBNP currently supports students at MC3 and GMercyU, the vision is to eventually expand its programs to other colleges and universities across Montgomery County with support from other food pantries.

CSBNP is launching an executive search to identify and hire an Executive Director to oversee the combined efforts of serving the needs of under-resourced college students within their geographic area.

Additional information on CSBNP is available here: [ABOUT CSBNP](#)

THE POSITION

CSBNP is seeking an entrepreneurial and visionary leader to serve as its inaugural Executive Director. The Executive Director is responsible for the overall strategy, funding and operations of the organization and its ongoing relationships with consortium members and other partner organizations to be developed.

The Executive Director collaborates with the Core Team to serve the mission by executing the strategic plan, addressing opportunities and risks proactively and decisively, and encouraging the best from the organization's staff and volunteers. The position reports to the Core Team.

The position is located in Montgomery County, PA and is a hybrid-remote position. The Executive Director will be required to travel extensively within the County. Accordingly, residing in or close to Montgomery County is preferred.

PROFESSIONAL EXPERIENCE [DEMONSTRATED ABILITY TO MANAGE THE FOLLOWING AREAS]

Operations Management

- Operation of these existing programs
 - Remote food ordering and delivery
 - Affordable Housing Scholarship Fund Student Emergency Fund
 - Demographic and other data capture research (surveys and focus groups)
- Further development of programs (planned or in process)
 - HUB website and development of in-person navigation capability
 - Residential housing for student parents
 - Other affordable housing options
- Other operations
 - Communications and advocacy
 - Policy development
 - Staff Oversight/Human Resources
 - Diversity, Equity & Inclusion Initiatives
 - Operations vendors, including IT systems
 - Contract management
 - Risk management/insurance
 - Plan and staff core team agendas and meetings
 - File maintenance, including shared consortium drive
 - Office administration (currently planned as virtual)

Financial Management

- Overseeing fiscal intermediary (TCN) relationship
- Budgeting and forecasting
- Accounting and internal control
- Financial statements and reporting

Fundraising

- Foundations, federal, state, and local government, individuals and events
- Seeking funding opportunities
- Grant writing
- Gift acknowledgement and reporting

Relationship Cultivation and Management

- Consortium members
- Fiscal intermediary (TCN)
- Past, present, and future funders
- Government, particularly many Montgomery County departments and offices
- Strategic vendors
- Other strategic partners

Strategic Management

- Determination of future corporate organization structure for CSBNP as a new separate nonprofit entity or integrated with another existing nonprofit entity and related governing board and/or advisory board development
- New program development
- New fundraising strategies
- Potential alternative remote food ordering technology
- Expansion of one or more program(s) to other Montgomery County colleges and food pantries
- Other strategic business planning

PROFESSIONAL QUALIFICATIONS

- Bachelor's degree, advanced degree preferred
- Social work degree and experience preferred
- Bilingual in Spanish preferred
- At least five years related nonprofit professional experience
- At least three years in a leadership capacity
- Montgomery County nonprofit sector experience in social service and/or education areas preferred
- Diversity, Equity & Inclusion training and experience of effectively working with diverse populations
- Knowledge of nonprofit fundraising strategies, grant management and donor relations.
- Strong writing and oral communication skills

COMPENSATION AND BENEFITS

The position has a salary range of \$95,000 - \$110,000 based on experience and features a generous benefit package provided by Tri-County Network [TCN].

TO APPLY

Click [here](#) or submit a resume and cover letter to Patty Cook, pcook@matchingmissions.com. A cover letter is essential to your candidacy and should include why your credentials are a good fit for CSBNP and confirmation that the posted salary range is acceptable to you. Any questions may be directed to Patty Cook, pcook@matchingmissions.com.

EEO/AAP Statement

CSBNP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state, or local laws.