



## Executive Director Ideal Candidate Profile

The [Food Bank Network of Somerset County](#) is recruiting a dynamic, visionary Executive Director. The ideal candidate will have a proven track record of transformational and inspirational leadership.

### The Food Bank Network of Somerset County

*Mission: To distribute food and provide other basic human needs to those less fortunate in the community in a manner recognizing and advancing self-worth and human dignity.*

The Food Bank Network has been distributing food and providing for other basic human needs of those less fortunate in their community since 1982. The organization operates a newly renovated, 10,000 square foot warehouse and client support facility in Bridgewater, in addition to three local pantries in North Plainfield, Somerville and Bound Brook.



The Food Bank Network works closely with other county agencies, secular and faith-based organizations and other nonprofit social impact organizations to assist individuals and families in need in Somerset County. With the support of staff members, a volunteer board of directors and countless volunteers, the organization helps create opportunities for people to become self-sufficient.

## Programs and Services

The Food Bank Network provides food, emergency relief assistance and prescription assistance to eligible Somerset County, New Jersey residents. The organization distributes USDA Food as available and responds to natural disasters such as fires, flooding, and the pandemic. In addition, The Food Bank Network purchases special food for people with health problems, delivers weekend meals to shut-in senior citizens, provides funding for pediatric eye exams and glasses, utility shut-off prevention, and provides special holiday meals.

Pre-pandemic, The Food Bank Network served approximately 1,500 families per month. That number increased to 4,500 during the height of the pandemic and the organization continues to serve more than 2,000 families monthly. In addition, The Food Bank Network's backpack program serves 800 children in 16 elementary schools.

## The Role of the Executive Director



The Executive Director (ED) works closely with the Board of Directors and is responsible for overseeing all operational aspects of the organization, including coordinating and training four employees and over 50 volunteer staff, delivering high-quality food bank services, the fiscal integrity of the agency, the development of competent and engaged staff and growing the organization forward. This person is the face of The Food Bank Network in the community, in frequent contact with key stakeholders and donors. S/he is responsible for understanding trends in the field and having the vision to recommend new strategies consistent with the mission.

The ED also strives to maintain the strength and continuity of the Board of Directors. The ideal candidate will be a passionate, collaborative, and tech savvy executive who will be deeply committed to the organization's mission.

### **Specific responsibilities of the position:**

Reporting to the Board of Directors, the ED will have overall strategic and operational responsibility for The Food Bank Network programs, staffing, expansion, and execution of its mission. S/he will be expected to become thoroughly knowledgeable of the field, core programs, operations, and business plans. S/he will provide support to the Board and its members in fulfilling their board member responsibilities.

### **Leadership & Management:**

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.

- Actively engage and energize The Food Bank Network staff, volunteers, board members, event committees, partnering organizations, and donors.
- Develop, maintain, and support the strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction and planning for The Food Bank Network.
- Recruit, lead, coach, develop, and retain The Food Bank Network’s management team.
- Recruit, train, support, and build a positive working relationship with, and provide recognition for, volunteer staff.
- Ensure effective systems to track scaling progress, and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other stakeholders.

### **Fundraising & Communications:**

- Expand local revenue generating and fundraising activities to support existing program operations and expansion.
- Deepen and refine all aspects of communications—from web presence, internal communications, board communications, to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

### **Planning & New Business:**

- Create, facilitate and support a strategic planning process for The Food Bank Network in collaboration with the Board and manage the implementation of this plan.
- Establish and maintain relationships with funders as well as political, faith-based and other community leaders.
- Be an external local presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for replication.

### **Ideal Candidate Qualifications and Competencies**

The ED will be thoroughly committed to The Food Bank Network’s mission. The successful candidate will have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Minimum seven years of senior management experience; track record of effectively leading teams; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Advanced/master’s degree, in management or social work, is preferred.
- Unwavering commitment to quality programs and data-driven program evaluation.

- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with and supporting a Board of Directors with the ability to cultivate and maintain positive board member relationships.
- Strong marketing, public relations, grant writing, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Bi-lingual preferred but not required.
- Possess and maintain a valid driver's license.
- Familiarity with food insecurity programs and with the human services system in Somerset County are desirable, but not required.

## Compensation

The Food Bank Network is prepared to offer a competitive salary range of \$95,000 to \$105,000, plus healthcare expense reimbursement, contributions to an IRA or equivalent plan, and potential for incentive bonus based on results achieved.

## Contact Information for Interested Candidates and Nominations

If you would like to express your interest in this position or would like to nominate a candidate, please contact Joe Duffy, Executive Vice President-Executive Search at [joe@dcm-associates.com](mailto:joe@dcm-associates.com) / 973-296-2499 or Allan Weisberg, Managing Director & Chief Learning Officer at [allan@dcm-associates.com](mailto:allan@dcm-associates.com) / 908-202-7600. Please submit a cover letter and resume to Michele Hickey, Managing Director, Northeast Regional Office at [michele@dcm-associates.com](mailto:michele@dcm-associates.com).



*Executive Search  
Nonprofit Leadership  
& Board Performance*

September 13, 2021