

**JOB TITLE: EXECUTIVE DIRECTOR**

REPORTS TO: BOARD OF DIRECTORS

**SUMMARY:** The Executive Director acts as the Chief Executive Officer of the organization and is responsible for the overall management and direction of the organization in accordance with its vision and mission. The Executive Director works under the general oversight of the Board of Directors.

**OVERVIEW:** The Executive Director provides oversight and overall management, planning, vision and leadership for all aspects of The Community Kitchen including programs, finance, resource development, human resources, client services, communications, and board development. The Executive Director assumes a leadership role throughout the region partnering with businesses, foundations, government officials, other nonprofits, and supporters. The Executive Director works with the Board and Board Committees to establish vision, policies, strategic focus, priorities, and general scope of programs the organization will deliver.

Responsibilities will include but not be limited to:

1. Leadership and Management of Office

- Provide direction and supervision for staff, including direct supervision of program management staff, develop a yearly work plan which includes goals, objectives, inputs and outcomes, and a timeline for the programs and services to be carried out by The Community Kitchen.
- Provide ongoing management to assure the organization stays within approved plans and budgets.
- Develop and negotiate contracts with outside vendors, and professional organizations.
- Effectively manage the human resources of The Community Kitchen in a manner which supports a productive, professionally competent workforce in an environment respectful of personal well-being and cultural diversity. Manage hiring, firing, and resolution of grievances.
- Lead, develop, mentor and retain staff.
- Develop process to track and communicate progress/evaluate programs to measure success, for staff, board, donors and the community at large.

2. Manage Finance and Fundraising

- Meet and Exceed Funding Goal numbers on a quarterly and annual basis, set forth by the Board.
- Conceive of and execute creative and effective fundraising strategies, in regular consultation with the board.
- Develop annual budget and fundraising plan, in conjunction with the Treasurer and Finance Committee; submit to the board for approval.
- Develop relationships with donors of The Community Kitchen and maintain regular communications.
- Identify grant opportunities and develop proposals and produce required reporting to funding sources.
- Contact for and oversee annual audit.

3. Management of Program and Member Services

- Ensure program quality and consistency with organizational goals through ongoing evaluation of all programs and services to determine effectiveness and participant and member satisfaction.

- Work with the Board and staff to develop policies for all program processes.
- Oversee development and coordination of events and new programs, conference, workshops, publications, website, and endorsed service provider relationships.

#### 4. Support and work with the Board of Directors

- The Executive Director will take direction from the Board of Directors and work with the Board to assure that The Community Kitchen operates with a clear mission and a long-range strategic plan that is consistent with the mission.
- Keep the Board of Directors fully informed on conditions, opportunities, issues, and challenges for The Community Kitchen and the environment in which it operates so that the Board can carry out its governance, financial oversight and leadership role.
- Develop with the Board, on a quarterly and yearly basis, a work plan for the board to carry forward the strategic plans of The Community Kitchen.

#### 5. Public Presence of the Nonprofit Sector

- Serve as lead spokesperson and speaker for The Community Kitchen and assure that the organization's mission is properly presented and develop effective and ongoing relationships with media outlets.
- Develop and maintain key TCK partnerships, advocacy outreach programs, and ongoing relationships with internal and external partners of The Community Kitchen. Collaborate with such stakeholders to ensure the vision and mission of TCK is upheld .
- Represent the Kitchen in the community in a manner that upholds the organization's reputation of being credible and held in high regard.

Other duties as assigned.

Qualifications:

- 4 years nonprofit supervisory experience
- 2 years experience in fundraising
- Understanding of, and experience with, capacity building programs
- Supervisory and personnel experience
- Experience working with board of directors
- Evidence of commitment to missions of the nonprofit sector

Please provide cover letter and resume to Ellie Ryan (Board Chair) at [ellieryan418@gmail.com](mailto:ellieryan418@gmail.com)

This is a full-time exempt position.

The Community Kitchen is an equal opportunity employer and is committed to the belief that everyone is entitled to equal employment opportunity.

*Founded in 1983, The Community Kitchen's mission is to provide healthy and nutritious hot meals, take-home food boxes and advocacy to low and moderate income men, women and families with children in the Monadnock Region.*

*Since its founding, The Community Kitchen has provided more than 11 million meals and served as a crucial food source for thousands of Monadnock Region residents in need. It relies on dedicated volunteers and generous donations to meet its mission. Support comes from local restaurants, businesses, Monadnock United Way, municipalities and Cheshire County, as well as state and federal grants.*

*In total, Keene-based residents account for about 55 percent of The Community Kitchen's clientele. About 95 percent of Kitchen clients come in not for hot meals, but for boxes filled with groceries – including fresh produce gleaned from surrounding farms when possible.*

*Long-standing relationships with area donors like C&S Wholesale Grocers, United Natural Foods and the New Hampshire and Vermont Food Banks mean that residents from other communities know they can pick up 30 to 40 pounds of nutritious food staples in one visit if they make the drive to Keene.*