



220 Herndon Street
 San Marcos, TX 78666
 P: (512) 392-8300
 F: (512) 392-5286
www.haysfoodbank.org

Position Description

Job Title:	Executive Director
Reports To:	Board President
Location:	Hays County Food Bank Office
Classification:	Full-Time, Exempt

Position Summary

The Executive Director is responsible for establishing and executing strategic goals and objectives for Hays County Food Bank (HCFB). Other primary duties include: Providing leadership, strategic direction and guidance for HCFB activities. Analyzing and evaluating the effectiveness of all operations. Developing and maintaining organizational structure and effective personnel. Coordinating and overseeing major activities assigned to staff and evaluating performance. Implementing policies established by the board of directors. Representing HCFB to regulatory bodies, community and civic organizations, donors, funders and supporters, clients, and the general public and other agencies with exceptional communication and presentation skills. Lead fundraising and the development of activities to support existing program operations and growth of the organization.

Duties and Responsibilities

- **Staff Supervision** – to oversee and monitor staff to ensure that HCFB operations are carried out efficiently and consistently, while proactively safeguarding the HCFB’s reputation with clients, volunteers, supporters, and donors. This includes supervising and supporting staff in their ongoing efforts to perform the duties defined by respective job descriptions, while providing excellent service to clients, member agencies, volunteers, and donors.
 - Promote ongoing quality improvements by communicating often with staff to refine and update HCFB policies and procedures as needed.
 - Promote a culture of continuous improvement in service delivery.
 - Ensure that all policies and procedures are current and applied consistently and fairly to all staff, volunteers, and clients.
 - Provide guidance for resolving client and volunteer complaints, workplace conflicts, issues facing program effectiveness.
 - Monitor daily operations and troubleshoot, when needed to help staff eliminate barriers to efficiently completing tasks.
 - Conduct regular staff meetings to discuss operations and solutions to problems, plan for upcoming events, etc.



220 Herndon Street
San Marcos, TX 78666
P: (512) 392-8300
F: (512) 392-5286
www.haysfoodbank.org

- o Ensure employees are properly trained in all areas and receive ongoing support in completing job duties.
 - o Maintain employee records confidentiality as directed in bylaws.
 - o Conduct yearly evaluations of staff as mandated in the bylaws.
- **Financial Monitor** – monitor the financial practices of the HCFB to ensure both the solvency and financial integrity of the agency.
 - o Ensure that all HCFB financial transactions are performed according to the acceptable accounting practices and as directed by the Board of Directors.
 - o Actively safeguard non-profit, tax exempt status.
 - o Solicit and disburse funds and assist with soliciting donations in accordance with the approved yearly budget.
 - o Ensure that HCFB resources are used for the sole purpose of stated charitable purpose.
 - o Safeguard our funding sources.
 - o Manage payroll service and employee leave records, file all applicable taxes (941s and quarterly 941s) in a timely manner.
 - o Pay all bills, record all deposits, reconcile bank accounts, generate and submit financial reports to the Treasurer and Finance Committee for monthly review.
 - o Generate and file all necessary reports required by funding sources in a timely manner.
 - o Compile and propose a yearly budget, closely monitor expenses and revenues, and keep Board of Directors informed of current financial status.
 - o Ensure that all monies are disbursed according to the approved budget and as directed by the Board, and recommend budget amendments to the Board as needed.
 - o Coordinate the yearly audit with our CPA and Treasurer to include a full report given to the Board.
 - o Actively enforce regulations regarding the proper use of HCFB resources to ensure that the organization's assets are used for stated charitable purposes and monitor compliance with all requirements, filing funding applications and submitting documentation in a timely manner.
 - o Share opportunities and assist as needed in preparing applications for grant funding.
- **Board of Directors Liaison** – Communicate and coordinate with the Board of Directors to provide the necessary information relative to policy and decision-making and oversight to enable the Board to successfully discharge its duties in guiding the agency to fulfil its mission. Prepare and distribute information and materials related to the HCFB business as needed. Maintain close communication with all Board members as needed.
 - o Coordinate with the Board President in preparing the agenda and any other pertinent information according to bylaws.
 - o Prepare all financial reports, information and materials relating to agenda items.
 - o Submit ED's report to the Board of Directors in the monthly board packet.
 - o Be prepared to answer any question posed by the Board and provide any requested information.
 - o Attend meetings of various committees as directed and complete tasks as assigned.
 - o Assist the Executive Committee in the coordination of board meetings or retreats as needed.



220 Herndon Street
San Marcos, TX 78666
P: (512) 392-8300
F: (512) 392-5286
www.haysfoodbank.org

Required Qualifications

- Bachelor's Degree in related field or equivalent work experience.
- Marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Demonstrate experience working on multiple projects and meeting deadlines..
- Demonstrate experience in financial development and operations management.
- Demonstrate excellent communication skills both written and oral.
- Demonstrate proficiency with Microsoft Applications, Google Suite and QuickBooks.
- Demonstrate experience understanding and interpreting documents such as safety rules, operations and maintenance instructions and policy and procedures manuals.
- Demonstrate experience with preparing reports and correspondences.
- Demonstrate experience in a supervisory role.
- Demonstrate at least 3 years experience working in the non-profit sector.

Preferred Qualifications

- Master's Degree in related fields.
- Demonstrate at least 5 years experience working in the non-profit sector.
- Demonstrate experience coordinating or working on a capital campaign.
- Proficiency in a language other than English (Spanish).

Working Conditions

- Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule.
- Must be available for occasional travel and occasional work outside of regular office hours, including evenings and weekends, as required.

Physical Requirements

- No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.
- Ability to sit, type and view computer screen for long periods of time.

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. Hays County Food Bank has the right to revise this job description at any time. The job description is not a contract for employment.