

JOB TITLE: Midwest Food Bank TX Division Executive Director

REPORTS TO: Chief Operating Officer

EXECUTIVE SUMMARY: Midwest Food Bank (MFB) is a \$250M non-profit organization with eight divisions in the U.S. and two operations internationally. MFB operates with \$35M in assets and an annual organizational operating budget of \$9M to distribute over \$250M in food and disaster relief food boxes to 1900 agencies. MFB is seeking an Executive Director to lead a division in the Dallas-Fort Worth, TX area. The Executive Director will be responsible for leading the MFB TX Division building capital campaign (~\$5M) and also raising financial support for annual operating budget (~\$750k annually). A leased building, operating equipment, and ongoing operation and a team of volunteers are already in place distributing about \$10M worth of food per year. This person is expected to enlarge all aspects of the current operation with the support of an in place volunteer team and a central team providing support functions with a goal to provide ~\$30M in food to ~300 agencies.

QUALIFICATIONS:

- Bachelor's Degree.
- Certified Fund Raising Executive CFRE preferred.
- Proven track record of success in marketing and/or fundraising 5-7+ years.
- Strong interpersonal, decision-making, and leadership skills.
- Excellent verbal and written communication skills.
- Analytical thinking and ability to analyze data.
- Proficient in Microsoft Office Suite.

BASIC FUNCTIONS: The Executive Director provides key interface with Division board, Division's employees/volunteers, and the MFB National organization. The Executive Director will maintain clear and appropriate communication with the Divisional Board members. The Executive Director is responsible for ensuring food service programs are executed with efficient use of the facilities, employees and volunteers. The Executive Director will support MFB budgeting, reporting systems, tax adherence, and other requirements for a not-for-profit.

RESPONSIBILITIES:

- Participate with the Midwest Food Bank Texas Division Board to strategize and implement a robust engagement of high capacity donors and prospects to financially support the programs.
- Create financial goals and a plan for high capacity current donors – foundations, corporations, civic organizations, and individuals and high capacity prospects.
- Establish a balanced mix of donor sources and fundraising programs to attract and retain donors and recruit, train, and motivated fundraising volunteers.
- Utilize Midwest Food Bank Texas board members and current donors and volunteers in the solicitation process for major donor engagement.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Foster a Christ centered culture, build relationships and appreciation for employees, volunteers, donors and agencies.
- Connect and build donor base support for a ~\$750k annual operating budget.
- Oversee the care and maintenance of all MFB equipment, property and facilities.

MIDWEST FOOD BANK MISSION STATEMENT: As a faith-based organization, it is the mission of Midwest Food Bank to share the love of Christ by alleviating hunger and malnutrition locally and throughout the world and providing disaster relief; all without discrimination.

Send resumes to Mike Meece, mmeece@midwestfoodbank.org