



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

Tel: 412.434.1335 * Fax: 412.281.5925 * Email: towens@deweykaye.com

**CHIEF EXECUTIVE OFFICER
GREATER PITTSBURGH COMMUNITY FOOD BANK, PITTSBURGH, PA**

PERFORMANCE PROFILE

Greater Pittsburgh Community Food Bank is a highly regarded community resource in the southwestern Pennsylvania region and an example of excellence among its peers nationally. This executive leadership role provides an individual the opportunity to lead, inspire, motivate and oversee the operations of a dynamic and responsive agency. The food banking field is evolving, requiring a leader who is knowledgeable and passionate about the issue of hunger – someone who is visionary, strategic, creative, nimble and inspiring.

BACKGROUND

Greater Pittsburgh Community Food Bank (Food Bank) was founded in June 1980 and is the leading hunger relief organization in southwestern Pennsylvania. Since its inception, the organization has worked hard to develop partnerships, raise awareness and provide food and services for countless individuals and families. Today, the Food Bank's mission is *to feed the hungry in southwestern Pennsylvania through a network of partners and to mobilize our region to end hunger.*

Operating under the organization's strategic plan, a summary of the Food Bank objectives for 2010 – 2011 includes:

1. Increasing people served and pounds of food distributed
2. Increasing the capacity of the Food Bank and its network to serve more people
3. Mobilizing the public by increasing awareness and involvement
4. Increasing fundraising and volunteer involvement
5. Advancing the Southwestern Pennsylvania Food Security Partnership

The Food Bank is an independent 501(c)(3) nonprofit organization with 85 employees serving an 11-county region from its 90,000 sq. ft. headquarters in Duquesne, Pennsylvania, just outside of Pittsburgh. The organization is financially sound and has had consistent growth, led by a strong professional staff and engaged board. The annual operating budget is over \$30 million, including value of all product distributed. The Food Bank is a member of Feeding America, the national network of over 200 regional food banks.

This rewarding leadership role has become available due to the planned retirement of the long-term leader, Joyce Rothermel, in June 2011. During the Food Bank's three-decade history, the organization has been led almost entirely by Ms. Rothermel. For more information visit the Food Bank's website:

<http://www.pittsburghfoodbank.org/>

POSITION OVERVIEW

The Food Bank is seeking an exceptional Chief Executive Officer (CEO) who will create the inspirational vision and effectively promote the organization's mission and strategic initiatives to internal and external constituencies. The CEO directs the organization toward its primary mission and objectives. The CEO provides trusted leadership, serving as an advocate for food security, nutrition and poverty alleviation locally and regionally. This position reports to and works closely with a dedicated Board of Directors, comprised of passionate advocates for the mission of the Food Bank. Specifically, the CEO is responsible for the following:

Leadership/Management

- Oversee the daily operation of the organization. Manage an executive team of four officers (Chief Financial, Chief Operating, Chief Development, and Chief Outreach Officer) in the Finance, Programs

and Development departments. Also directly supervise the Government Relations and Advocacy Manager and an Executive Assistant.

- Direct activities through meetings with the Board of Directors, Board committees and management staff.
- Work collaboratively with management and Board to develop annual and long-range goals and strategies for the organization. Review and report on operating results of the organization, and develop steps to ensure that appropriate measures are taken to correct any unsatisfactory results.
- Maintain financial stability through effective resource allocation, and financial and program management.
- Understand, assess, minimize and communicate the risks associated with business processes, transactions, operations, and food industry trends.
- Lead the budgeting process, working with the Board and Board Treasurer, as well as the Finance, Investment and Auditing Committees for proper direction and oversight of Food Bank finances.
- Regularly meet with the executive team to ensure that operations are in accordance with government funding, Feeding America, contractual and Food Bank's policies. Establish and administer plans and policies by implementing Board decisions. Respond to internal and external demands.
- Plan and direct all investigations and negotiations pertaining to joint ventures, union contracts, and organization partnerships, with approval of the Board of Directors.
- Other duties as required.

External Relations/Fundraising

- Represent the Food Bank to all stakeholders, including corporations, foundations, donors, volunteers, food distribution agencies and the people served.
- Identify and cultivate relationships that will advance the development and resource acquisition efforts of the Food Bank.
- Act as media spokesperson to provide hunger education, advocate for those served by the Food Bank, explain Food Bank services and garner community support.
- Provide big picture thinking about trends in the food industry. Build and maintain relationships with food producers, food sources and leaders in the food industry.
- Participate in national, regional and affinity groups (Executive Director's Forum) in order to stay connected and aligned within the Food Bank industry.

Board Development/Board Committees

- Actively engage the Board in the work of the Food Bank through effective leadership.
- Establish current and long-range goals, plans and policies, subject to recommendation and/or approval by the Board of Directors. Implement new programs and program changes.
- Through the Board's committee structure, provide guidance and authorization to carry out major plans, standards and procedures, consistent with established policies and Board approval.
- Work with the Board's Development Committee in the recruitment of new Board members.

Legislative/Government/Advocacy

- Operate as an informed advocate and champion for public support and government action to further legislative initiatives through relationships with political representatives.
- Maintain current high level of exposure for the Food Bank with key policy makers and influencers.
- Collaborate with national, state, regional and local partners and involve Food Bank constituencies in advocacy efforts to further the organization's mission.

PERFORMANCE OBJECTIVES

The successful candidate will have accomplished the following after 12 months in the CEO position:

- Lead the planning and implementation of the Food Bank's Strategic Plan.

- Establish substantial relationships and be recognized in the community as the new CEO of the Food Bank.
- Earn the trust and support of the management team, staff and board.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate possesses a blend of the following:

- A demonstrated passion for the mission of the Food Bank. Prior demonstrated experience with Food Bank operations preferred.
- If no prior food bank employment experience, demonstrated experience with the field of nutrition, food production, food equity, hunger, poverty alleviation or homelessness is required.
- Master’s Degree in Business Management, Non-Profit Management, Social Work, Urban Studies, Sociology or equivalent; plus ten years relevant experience and/or training; or equivalent combination of education and experience.
- Adept at managing communications and relationships across diverse audiences, including Board, staff, committees, volunteers, funders, representatives of the food industry, public policy makers and elected officials, the media, partners and collaborators. Comfortable and confident public presence.
- Demonstrated business and financial management acumen, with prior successful experience managing an organization of similar scope, scale and purpose.
- Experience with a variety of funding and financing, including foundation, government, private and other sources. Adept at understanding the requirements of these funding sources.
- Effective networking skills, leveraged to achieve greater organizational results.
- A sense of entrepreneurial opportunism, with the ability to flex and adapt with changing conditions.
- Enthusiasm, energy, stamina, humility and a sense of humor.
- Generous with time and willingness to do all that it takes to stay “on top” of the many faceted parts of the nonprofit sector and the community at large.
- Adept at building effective teams and motivating others to achieve more, particularly in complex and dynamic organizations.
- Evidence of continuously seeking (or encouraging others to seek) opportunities for different and innovative approaches to addressing organizational problems and challenges.
- Integrity and trust beyond reproach. Composure in all situations, even when under stress. Adheres to an appropriate and effective set of core values and beliefs. Is strategically agile - can anticipate future consequences and trends accurately.
- A working knowledge of word processing software; spreadsheet software, Internet software, project management software and database software. Valid driver’s license.

COMPENSATION

This position has an attractive compensation and benefits package, consistent with other nonprofit organizations of similar size, scope and scale of operations.

TO APPLY

Individuals wishing to discreetly discuss this role may contact Todd Owens, Principal, Dewey & Kaye, 412.434.1335 or towens@deweykaye.com. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **CEO, GPCFB, (#181-MH687)**.

If you do not receive an email confirmation of your submission within 3 business days, please contact Dawn Kopp at dkopp@deweykaye.com or 412-434-1335.

Please direct all inquiries related to this position to Dewey & Kaye.

Greater Pittsburgh Community Food Bank is an Equal Opportunity Employer.