

## Job Description

**POSITION:** Executive Director

**REPORTS TO:** Chair, Piscataquis Regional Food Center Board of Directors

**STATUS:** Full-time, exempt

**LOCATION:** Dover-Foxcroft, Maine

**EXPERIENCE REQUIRED:** A background in non-profit management and fund development is required. Experience in a community-based food agency is highly preferred. All candidates should have proven leadership, coaching, and relationship management experience. Specific requirements include:

- Proven track record of effectively leading and regionally scaling a performance- and outcomes- based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth and service
- 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 develop and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, 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

**EDUCATION REQUIRED:** Bachelor's degree or equivalent experience.

**STARTING SALARY:** \$50k

**BACKGROUND:** Piscataquis Regional Food Center (PRFC) is a 501(c)3 non-profit corporation with a mission to improve food security in the Piscataquis region by connecting people with sources of healthy food. We do this by receiving almost 1 million pounds of food a year from Good Shepherd Food Bank and re-distributing it to neighborhood pantries in Piscataquis County, Dexter, Corinna, and Newport. We also provide storage and light processing space for small farms and food entrepreneurs as well as leading our own programming.

PRFC was founded in 2017 as the culmination of a multi-year community-driven initiative that identified better access to healthy food as a major health-related need in the Piscataquis region. Thanks to the hard work of our founding Executive Director, we are in a strong position to transition from our start-up phase to a mature organization playing a vital role in the food security of the communities we serve.

**JOB SUMMARY:** Responsible for fund development (60%), daily operational support (30%), and strategy and long-term planning (10%). Accountable to the Board of Directors and responsible for the implementation of directives and policies as set forth in the governing documents of the agency. Represents PRFC in communities served and oversees its civic and community efforts. Represents and exemplifies the mission and ideals of PRFC.

**SCOPE OF RESPONSIBILITY:**

- Fund Development (60%) including, but not limited to:
  - Nurturing current donors and cultivating new donors and stakeholders in all the communities we serve.
  - Developing long-term partnerships and relationships with area businesses.
  - Grant Writing
  - Developing a Planned Giving program
  - Fundraising Events
  - Establish revenue streams to ensure the long-term financial stability of PRFC, including completion and launch of our kitchen and associated programs to provide services for regional farmers, food producers, and small businesses.
  - Develop and maintain professional relationships with the town managers and officials of all major municipalities within PRFC's service area, other regional executive directors, local businesses including farms, regional schools, existing and prospective donors, and current and existing programmatic partners including Good Shepherd Food Bank.
  
- Daily Operational Support (30%) including, but not limited to:
  - Represent the Mission, Vision, and Values of Piscataquis Regional Food Center in the community.
  - Assure that PRFC is in full compliance with all local, state, and federal rules governing corporate governance, program activities, and food safety.
  - Oversee day-to-day finances and work with the Finance Committee to assure long-term organizational stability and financial accountability.
  - Supervise and mentor our staff of 2-3 employees and oversee professional development.
  - Participate in local, state, and national organizations that align with the goals of PRFC and attend events, conferences, and trainings as time permits
  - Pursue additional projects and responsibilities as directed by the board of directors
  
- Strategy and Long-Term Planning (10%)