



Feeding Kentucky Executive Director

Location: Frankfort

Reports to: Feeding Kentucky Board of Directors

Classification: Full Time

Salary: Commensurate with experience

The Commonwealth's largest charitable response to hunger, Feeding Kentucky is comprised of seven Feeding America food banks that serve all 120 counties of Kentucky and feed an estimated one in seven of all Kentuckians annually. Our mission is to end hunger, in collaboration with Kentucky's Feeding America Food Banks and partners, through advocacy and resource development. Our vision is a hunger-free Kentucky.

Feeding Kentucky seeks an experienced and passionate Executive Director (ED) with a demonstrated commitment to organizational excellence to lead the organization forward through its next phase of growth and development.

Position Description: The ED will serve as single point of contact for statewide entities such as government, media and industry partners to increase statewide awareness, resources (food and funds) and data to combat hunger. The Executive Director shall carry out the organizational goals and objectives, policies and administrative duties of Feeding Kentucky as defined by the Board of Directors.

Primary Responsibilities:

- Manage day-to-day operation and develop and implement an organizational strategic plan.
 - Manage an efficient functional office to support operations.
 - Manage effective communications and Human Resource systems.
 - Facilitate the development, implementation and evaluation of a strategic plan for accomplishing the organization's mission to end hunger in Kentucky. Coordinate development and implementation of annual plan for strategic impact. Establish reporting structures and set goals, outcome measures and indicators.
 - Manage the development of the annual budget and prepare monthly financial reports as well as the annual review of financial statements.
 - Provide staff assistance to all Board and Committee meetings. Prepare quarterly strategic plan dashboard report for board and share regular status updates with other key stakeholders.

- Supervise, coach, and guide the work of 4 full-time staff members. Work with staff to develop and evaluate work plans tied to organization's strategic plan. Facilitate staff meetings.
 - Maintain Feeding America Partner State Association status.
- Increase the amount and nutritional value of food available to feed hungry Kentuckians.
 - Raise funds from the private and public sectors to purchase food.
 - Identify untapped sources of food donations available within the state (e.g. food producers associations) and solicit donations.
 - Promote participation in and work to strengthen federal nutrition programs.
 - Supervise the coordinators or directors of programs that provide more food resources to member Food Banks such as the Farms to Food Banks program.
- Increase awareness of hunger in Kentucky and the visibility of Feeding America food banks.
 - Develop and execute public relations strategies to raise awareness of hunger, its causes and its solutions.
 - Develop and strengthen contacts with media outlets statewide and serve as Feeding Kentucky spokesperson.
 - Create content and collateral materials for statewide messaging.
 - Participate in and coordinate statewide releases of national and statewide information.
 - Manage a strong social media strategy and web presence.
 - Forge partnerships that support the work of Feeding Kentucky and efforts to end hunger in Kentucky.
- Advocate for legislative solutions to hunger and poor nutrition.
 - Serve as lead legislative and regulatory lobbyist and manage pro bono contract lobbyist.
 - Provide oversight and direction to Advocacy Coordinator's efforts to do the following:
 - Research opportunities and best practices for public policies that affect food security; share best practices and policy recommendations with stakeholders.
 - Develop Feeding Kentucky's annual public policy priorities in coordination with Board Public Policy Committee.
 - Identify key elected and appointed public policy officials and staff at the federal, state and local levels. Work to build, broaden, and enhance relationships with them in order to educate them on key issues and to encourage them to support anti-hunger policies.
 - Coordinate advocacy action days at both the Kentucky and US Capitols.
 - Coordinate site visits to key anti-hunger programming for elected and appointed public policy officials.
 - Research, develop and issue action alerts on key policy issues.
 - Lead and/or support state coalition work focused on ending hunger in Kentucky.
 - Participate in national advocacy efforts related to our mission.

- Secure funds to sustain the organization, drive its mission and accomplish its goals.
 - Provide oversight and direction to Development Coordinator's efforts to do the following:
 - Identify, solicit and apply for public and private funds, including federal and state government, public and private foundations, and individuals, for the operation of Feeding Kentucky and to support efforts to fight hunger in Kentucky.
 - Provide oversight of grant management and reporting, including funder stewardship strategies.
 - Prepare grant proposal narratives and budgets in response to Requests for Proposals (RFPs).
 - Develop and manage RFPs for sub-granting funding to members and partners.
 - Initiate and provide oversight to special fundraising events or projects.

Essential Experience and Attributes:

- Bachelor's degree from a four year accredited institution; Master's degree preferred.
- A minimum of three years of senior level organizational and financial leadership, management and decision-making experience, preferably in a similar-sized organization or association.
- An inspiring and inclusive leadership style with a track record of managing, building and supporting high-functioning teams and coalitions.
- Demonstrated track record in legislative/public policy advocacy, with experience working on food insecurity, agricultural or trade association issues preferred.
- Experience working with a board of directors and managing a variety of interests and perspectives.
- Successful record of fund development, including marketing experience.
- Excellent oral and written communications skills, with strong interpersonal skills.
- Sound administrative skills and computer/technology proficiency.
- Ability to plan, organize, prioritize and coordinate multiple projects.
- Ability to work under pressure to meet deadlines.
- Impeccable integrity and moral character, supporting the mission, philosophy, policies and ideals of Feeding Kentucky.
- Ability to maintain confidential information.