



# Westside Food Pantry of Vancouver

FISH of Vancouver seeks an **Executive Director** to work closely with our Operations Manager, volunteers and the Board of Directors to provide timely, caring services to clients, lead fundraising initiatives and develop/sustain strong community relationships. The Executive Director reports to the President-Board of Directors; the Operations Manager reports to the Executive Director.

FISH is a well-established food pantry located in downtown Vancouver, WA. We currently provide emergency nutritious food to approximately 4,000-5,000 individuals monthly including those who are unemployed/low income, children, the elderly and people without homes. FISH is a nonprofit organization run by dedicated volunteers and funded entirely by donations. For more information, please go to our website: [www.fishvancouver.org](http://www.fishvancouver.org)

## **Our Vision**

A community where everyone is fed, housed, and educated.

## **Our Core Strengths and Values**

- We provide food to those in need and work to improve their lives
- We are driven by service
- We care for our community
- We promote dignity, respect, and equality
- We are empowered by volunteers
- We never compromise fiscal responsibility
- We value our community partnerships with nonprofits and businesses
- We value helping our volunteers and clients find joy

## **Our Mission**

Driven by compassion, dignity and respect, and empowered by committed volunteers, we are a thriving nonprofit organization that provides nutritious food for community members in need.

At FISH, our culture encourages teamwork, growth, safety, efficiency and continuous improvement. We enjoy a casual but professional, friendly and fast-paced work environment.

## **Essential Responsibilities for the Executive Director include:**

- Collaborate with the Board of Directors to achieve the FISH Three-Year Strategic Plan (2016-2018) and continue the development of future strategic plans
- Lead development and fundraising efforts in coordination with the Board of Directors and Development Committee
- Know and exemplify FISH of Vancouver's mission and core values
- Establish positive working relationships with FISH volunteers, staff, Board of Directors, donors, and other stakeholders
- Provide oversight and continuously improve the FISH operations to ensure efficiency, quality, and safety
- Develop and implement human resources policies including hiring, training, supervision, separation, and compensation
- Establish and maintain effective communication systems throughout the organization

- Serve as a non-voting member of the Board of Directors
- Oversee and maintain integrity of the organization's financial structure, fiscal management of audit and banking responsibilities and monitor budget compliance
- Lead in the development of community relationships; serve as key spokesperson for FISH and for issues of hunger and poverty in our local community
- Ensure accurate reporting of inventory, warehouse storage, food processing and distribution, and staffing needs for Clark County Food Bank
- Attend local Food Bank Association meetings and appropriate training/seminars as requested
- Create and maintain an operating procedures manual
- Other duties as requested

### **Knowledge, Skills and Experience Desired:**

- Three or more years of management experience in operations, budget management, fundraising, organizational planning, and supervision
- Grant writing experience a plus
- Bachelor's degree preferred
- Leadership of diverse volunteer teams and individuals
- Ability to establish rapport, quickly and easily developing and cultivating positive working relationships with volunteers, donors and other stakeholders
- Understanding of or willingness to learn operations and inventory management systems
- Organized, with exceptional follow through; solves/de-escalates problems in a calm, effective manner
- Professional and confident with a strong work ethic, integrity and reliability
- Cheerful and adept handling of interruptions/competing priorities; flexible and adaptive based on organizational needs
- Excellent communication and presentation skills, written and oral
- Ability to interact with clients and volunteers in a very positive manner
- Familiarity with MS Office programs including Outlook, Word, Excel and PowerPoint; ability to work with electronic reporting and data management software
- Valid driver license
- Current food handler permit or ability to obtain
- Current Washington State Person in Charge (PIC) certification or ability to obtain

### **Hours and Compensation:**

The Executive Director full-time position is 40 hours per week. This is an Exempt/Salaried position. Compensation is competitive. General working hours are 40+ a week; Monday through Friday. Attendance at some evening and weekend events is anticipated.

### **Application Process:**

For consideration, please email a complete packet to our recruiting partner at: FISH@TJandassociates.com

1. Résumé including work history (months and years)
2. A cover letter that discusses **each of the following:**
  - What interests you about working in an organization that provides nutritious food for community members in need?
  - Share past leadership and/or work experience in a nonprofit organization. As applicable, how would past employees describe your leadership style?
  - What is your experience with nonprofit fundraising and development?

Reference and background checks are conducted with finalist candidate(s) as part of our interview process. The Executive Director position is available immediately and will remain open until filled.