EXECUTIVE DIRECTOR

General Statement of Duties

Performs complex management, professional, and administrative duties as the Chief Executive Officer (CEO) to accomplish the HHC mission of alleviating poverty through access to healthy foods, prescription medicines and wrap around services.

Distinguishing Features of the Class

An employee in this class plans, organizes, manages, directs, and implements the goals and objectives of the HHC and the overall day to day operations of the organization. Services provided are accomplished through department heads who manage operational details. Duties include developing and managing Food is Medicine and pharmacy programs for low income residents of the region; short and long range planning for the organization; creating and articulating a vision of excellence for the organization; overseeing human resource management systems that staff the organization with productive employees; fund raising and budgetary direction and guidance; and working closely with the Board on major initiatives and priorities. The employee must utilize independent judgment and initiative in planning and directing the fiscal control system and human resource management systems, operational management, and providing guidance to the Board in policy matters. The employee is also accountable to ensure that organizational operations are efficient, effective, equitable, and legal. Work is performed under general direction of the Board of Directors and is evaluated through conferences, reports, and records regarding the effectiveness in achieving organizational mission.

Duties and Responsibilities

Essential Duties and Tasks

Works with the staff and Board to develop consensus on a clear vision of the future for the organization; coordinates and works with the Board of Directors on planning and program development and execution to put this vision into effect for HHC services.

Works with HHC staff to establish long and short range goals and assure effectiveness and efficiency of services provided; communicates organizational mission, vision and goals and helps department heads enhance these goals and implement programs consistent with them; provides technical and administrative guidance and performance coaching and evaluation with department heads.

Promotes and executes the nutrition and pharmacy services; identifies and develops grants to fund operations; leads and participates in grant administration and projects; oversees development and evaluation of various data sets to help identify and address needs.

Promotes the visibility of HHC to increase the viability and sustainability of the organization and its value to the region.

Oversees financial management and budget development for the organization; recommends a balanced budget, seeks innovative sources of additional revenues and makes professional and practical recommendations for expenditures of organization’s funds; oversees grant development and administration including ensuring compliance reporting.

Maintains accountability for the hiring, training, performance, retention, motivation, productivity, and separation of all organization employees; manages a modern human resource management program for the organization; ensure staffing of HHC with qualified and highly productive employees; directs and monitors systems of employee communication, motivation, reward, compensation, training and employee development, performance coaching and review; identifies and implements employee retention strategies.

Effectively manages physical resources including facilities, vehicles, technology and related issues.

Establishes effective working relationships with partner organizations including medical providers and human services agencies throughout the region about specific programs, services, funding and other issues as needed; establishes and maintains effective communications with media to keep citizens informed about the organization’s programs.

Demonstrates leadership and sound decision making skills in emergency and controversial situations; leads or participates in finding collaborative resolutions to conflicts.

Researches best practices in other similar agencies including food banks and other state and local nonprofits; implements improvements; identifies and connects staff with agencies and resources in the region and state.

Submits periodic progress reports, annual status of goals achieved, and other reports to the Board.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of nonprofit management principles and practices, partnerships, trends and resources.

Thorough knowledge of the principles and practices of nonprofit finance and budget administration, fundraising, organizational development, and grant development and administration.

Thorough knowledge of the principles and practices of organizational leadership, employee motivation, communication, performance coaching and review, hiring, discipline, group facilitation, team building and collaborative conflict resolution.

Considerable knowledge of the application of information technology to services.

 Skill in collaborative conflict resolution, public presentation, group facilitation, customer service excellence and meeting leadership.

Ability to conceive and articulate a vision of organizational excellence that inspires staff and community to high levels of achievement.

Ability to help build consensus among staff and Board members and make decisions consistent with organizational goals and values.

Ability to plan, project, and determine priorities for service delivery to clients.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

 Ability to coordinate and direct a wide variety and array of services through department heads

and other staff.

 Ability to work collaboratively with partner agencies.

 Ability to develop and maintain effective working relationships with Board members, staff, clients, funding agencies and partner agencies.

 Ability to communicate effectively in oral and written forms.

 Ability to understand political issues and environment while remaining apolitical.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, fingering, feeling, talking, seeing, and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer, do extensive reading, and perform visual inspections.

Desirable Education and Experience

Graduation from a four year college or university with a major in nonprofit management, business management, public administration or related field and considerable broad management experience with a nonprofit organization; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver’s license.

Access to a personal car.

HHC

2023