



220 Herndon Street
San Marcos, TX 78666
P: (512) 392-8300
F: (512) 392-5286
www.haysfoodbank.org

Chief Executive Officer

Who We Are:

Hays County Food Bank (HCFB) Hays County Food Bank was founded in 1984 with the goal of serving hungry people in San Marcos. We have since grown to service the entire county. HCFB is passionately committed to improving lives through food assistance programs, nutrition education and advocacy to create a well-nourished community. According to Feeding America's most recent national study, 1 in 7 Hays County residents are food insecure. We believe that every individual should have access to nutritious food, regardless of income level. We hope that if we can fulfill one basic need, our clients will not have to choose between food and other necessities, such as shelter, utilities, or healthcare. The Food Bank holds seven public food distributions each week and provides food to over 40 partner agencies that serve the low income of Hays County.

Who We Are Looking For:

You are known for your ability to think strategically and holistically yet also able to drive tactics and projects to fruition. You are a seasoned manager, with a track record of supporting and developing teams. You effectively communicate and interact with donors, volunteers, coworkers and the general public. You have experience in fundraising and planning and implementing a capital campaign. You provide superior customer service to internal and external clients, and you care deeply about people experiencing hunger and hold them in the center of your work at HCFB.

Primary Responsibilities:

- Oversee and monitor staff to ensure that HCFB operations are carried out efficiently and consistently, while proactively safeguarding the HCFB's reputation with clients, volunteers, supporters, and donors. This includes supervising and supporting staff in their ongoing efforts to perform the duties defined by respective job descriptions, while providing excellent service to clients, member agencies, volunteers, and donors.
- Provide guidance for resolving client and volunteer complaints, workplace conflicts, issues facing program effectiveness.
- Conduct regular staff meetings to discuss operations and solutions to problems, plan for upcoming events, etc.



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- Ensure employees are properly trained in all areas and receive ongoing support in completing job duties.
- Ensure that all policies and procedures are current and applied consistently and fairly to all staff, volunteers, and clients.
- Maintain employee records confidentiality as directed in bylaws.
- Conduct yearly evaluations of staff as mandated in the bylaws.
- Ensure that all HCFB financial transactions are performed according to the acceptable accounting practices and as directed by the Board of Directors.
- Ensure that HCFB resources are used for the sole purpose of stated charitable purpose and actively enforce and monitor compliance with all requirements, filing funding applications and submitting documentation in a timely manner.
- Actively safeguard non-profit, tax exempt status, and our funding sources.
- Solicit and disburse funds and assist with soliciting donations in accordance with the approved yearly budget.
- Manage payroll service and employee leave records, file all applicable taxes (941s and quarterly 941s) in a timely manner.
- Pay all financial obligations, record all deposits, reconcile bank accounts generate and submit financial reports to the Treasurer and Finance Committee for monthly review.
- Generate and file all necessary reports required by funding sources in a timely manner.
- Compile and propose the annual budget, closely monitor expenses and revenues, and keep the Board of Directors informed of the current status.
- Ensure that all monies are disbursed according to the approved budget and as directed by the Board, and recommend budget amendments to the Board as needed.
- Coordinate the yearly audit with our CPA and Treasurer to include a full report given to the Board.
- Share opportunities and assist as needed in preparing applications for grant funding.
- Coordinate with the Board of Directors to provide the necessary information relative to policy and decision-making and oversight. To enable the Board to successfully discharge its duties in guiding the agency to fulfill its mission.
- Coordinate with the Board President in preparing the agenda; publicly post the agenda and any other pertinent information according to bylaws.
- Prepare all financial reports, CEO's Report, along with other information and materials relating to agenda items to be included in Board Meeting Packets.
- Be prepared to answer any question posed by the Board and provide any requested information.
- Attend meetings of various committees as directed and complete tasks as assigned.



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- Assist the Executive Committee in the coordination of board meetings or retreats as needed.
- Communicate as needed with Board members to keep them fully informed of HCFB status, issues or events.
- Other duties as assigned.

Skills and Experience of the Ideal Candidate:

- Minimum 5 years demonstrated senior level leadership experience within a nonprofit environment or equivalent.
- Prior experience in financial development and operations management of a nonprofit and/or food bank.
- Ability to prioritize work and complete tasks in timely fashion.
- Ability to be innovative and foster new ideas and methods.
- Ability to address problems quickly and methodically.
- Excellent communication skills both written and oral.
- Proficient with Microsoft Applications and QuickBooks.
- Ability to comprehend and interpret documents such as safety rules, operating and maintenance instructions and policy and procedures manuals.
- Ability to prepare routine reports and correspondence.
- Ability to communicate effectively with Board of Directors, employees, and clients of the organization.

Preferred Qualifications:

- Bachelor's Degree in related field or equivalent work experience.
- Proficiency in a language other than English, bi-lingual and multi-cultural skills.

Physical Demands and Working Conditions:

- Work generally performed in a climate-controlled building with frequent interruptions and irregularities in the work schedule, and minimal exposure to outdoor weather conditions.
- Must be available for occasional travel and occasional work outside of regular office hours, including evenings and weekends, as required.
- The physical requirements of the job include the ability to sit, talk, kneel, bend at both the waist and knee, reach with the arms over the head, and hear, both on the telephone and in person, using regular conversational tones; vision requires the ability to focus and read printouts, computer, screens, and other written material. Duties may require lifting up to 50 pounds and have the use of hands and fingers to



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perform essential functions of the job, i.e., typing, data entry, and operating other office equipment.

Pay Details: \$55,000 to \$65,000/Annually. Depending on experience.

To Apply: Please submit a detailed cover letter explaining how you meet the qualifications, how you fit with the mission of HCFB and why you should be the next Chief Executive Officer. Please include the names of three references, how you heard about this position, and a complete chronological resume to: president@haysfoodbank.org with "CEO" in the title by **Friday, April 19th at 5:00pm.**