



Executive Director

Position: Executive Director

Reports To: Board of Directors

FLSA Status: Exempt

Position Type: On Site/Full Time

Position Summary

The Executive Director provides strategic, operational, and financial leadership for Connections Food & Resource Center. This position is responsible for advancing the organization's mission through program oversight, fundraising, financial stewardship, staff leadership, community engagement, and partnership development while ensuring long-term sustainability and impact.

Essential Responsibilities

Strategic Leadership

- Implement organizational goals and strategic priorities.
- Support board governance and planning.
- Develop policies and operational improvements.

Financial & Resource Development

- Lead fundraising, donor relations and grant development efforts.
- Manage the annual budget and financial reporting.
- Ensure compliance with grants and funding requirements.

Staff & Volunteer Leadership

- Recruit, supervise, and develop staff.
- Oversee volunteer engagement and recognition efforts.
- Promote a positive, mission-driven organizational culture.

Operations & Program Management

- Oversee daily operations and service delivery.
- Monitor program outcomes and organizational effectiveness.
- Ensure facility, inventory, order and resource management.

Community Engagement:

- Serve as the organization's primary spokesperson.
- Build relationships with community partners, donors, and stakeholders.
- Represent the organization at public and community events.



Meeting Basic Needs:

- Ensures that clients have access to essential resources.
- Helps address hunger and provides necessary sustenance to clients.
- Supports overall welfare of clients by linking them to other resources they may require.

Qualifications Required

- Bachelor's degree or equivalent experience.
- Fundraising and grant management experience.
- Experience managing budgets, teams, and organizational programs
- Strong communication and relationship-building skills.
- Valid driver's license

Preferred

- Nonprofit leadership experience.
- Experience working with food insecurity, poverty, or community service.

Physical Demands

The company provides reasonable accommodations for qualified individuals with disabilities. This role requires the ability to perform fine motor tasks (grasping, manipulation), balance, climb to heights of six feet, and navigate varied surfaces (kneeling, crouching, walking). Candidates must be able to lift up to 50 pounds. Ability to work in office, warehouse, and community settings. Possess keen auditory attention for maintenance monitoring, and comply with all Personal Protective Equipment (PPE) safety policies.

Work Environment

Work is generally performed in an industrial environment (indoor and outdoor) involving exposure to extreme temperatures, weather conditions, dust, chemicals, fumes, excessive noise, and vibrations. Travel may be required for meetings and training. This position requires availability for a rotating on-call schedule, occasional unscheduled callouts, and extended workdays or workweeks.

EEO Statement

Connections Food & Resource Center is an Equal Employment Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

To apply, send resume to: board@connectionscenter.org