



Job Title: Executive Director  
Location: Boise, ID  
Status: Exempt  
Supervised By: Board of Directors

### **About the Organization**

The Idaho Hunger Relief Task Force (the Task Force) envisions that in a state as abundant as Idaho, hunger will not exist. We work to put public and private resources into action statewide to eliminate hunger and provide food security for all Idahoans. The Task Force is a small organization with a big reach that includes a membership of 20 organizations who focus on food and nutrition security and is managed, currently, by three staff. Flexibility and adaptability define our office culture and promotes our ability to move quickly to develop and deploy innovative programs.

### **About the Role**

The Executive Director (ED) leads the organization in the development of strategies to promote the Idaho Hunger Relief Task Force's mission. The ED is expected to bring in revenue through fundraising and fund development, provide leadership and oversight for the programs, and execute assignments that promote the mission and strategic goals. Specific responsibilities listed below:

- **Facilitate Strategic Direction:**
  - Leading the fundraising strategy and implementing fundraising goals as determined by the Board of Directors; working closely with the Board of Directors and staff to plan for current and future financial needs.
  - Expanding donor base and engaging in donor relations including existing and future grant funders and building a sustainable revenue/income stream.
  - Overseeing expansion, scaling and sustained funding for all programs, including the Rx for Fresh Fruits and Vegetables Program.
  - Building a superior public relations program for the Task Force that includes establishing and maintaining effective working relationships with government entities, the media, the private sector, as well as service providers and advocacy groups.
  - Maintaining and nurturing national relationships with Food Research and Action Center, No Kid Hungry, Center for Budget and Policy Procedures, Alliance to End Hunger, and others.
  - Engage in advocacy efforts around issues affecting hunger in Idaho.
- **Constituent Services:**
  - Organizing the annual Governor's Proclamation designating October as "Hunger Awareness Month" throughout Idaho
  - Planning, coordinating, and executing the biennial statewide summits on hunger and food security; coordinating the implementation of action items following each statewide hunger summit.
  - Facilitating the 20-member Task Force biannual gathering
- **Leadership:**
  - Managing the recruitment, hiring, training, coaching, and skill development of staff with hunger alleviation and financial goals in mind.
  - Prioritizing strategic goals and objectives, then following up to ensure completion of those assignments.
  - Enforcing the consistent adherence to policies and procedures within the organization.
  - Ensuring programs are implemented to meet the identified needs of our program participants.



- Managing overall human resource needs by administering payroll, keeping accurate job descriptions and personnel records, and complying with local, state, and federal governmental agencies.
- Developing and implementing consistent inventory and cost accounting policies, procedures, and operational reporting/metrics.
- Supervising the facility and equipment to ensure their longevity.
- Maintaining adequate Board, staff, and facility property insurance.
- **Other duties as assigned.**

### **Requirements, Qualifications & Skills**

- Bachelor's Degree; preferably in Social Work, Public Administration, Public Health or similar curriculum.
- Minimum 2 years leading professional and volunteer work teams, preferably in a complex and diverse non-profit setting; demonstrated leadership and management skills.
- Strong background and proven success in fundraising, including grant writing and individual donor solicitation (or the equivalent experience in private sector).
- Business skills, including an understanding of the principals of risk management and financial management, as well as budgeting.
- Self-driven with the ability to use experience, sound judgment, and resourcefulness to adapt current practices to new situations and select the best course of action.
- Passion, mission driven, and a commitment to alleviating the conditions of hunger in Idaho.
- Knowledge and previous experience of best practices in media and community relations.
- Working experience and comfort with Microsoft Office suite and technology in general.
- Strong written, verbal and presentation communication skills, including the ability to interact with a diverse group of individuals from program participants to executive community supporters. Ability to effectively lead a discussion and influence the decision-making process.
- Policy and legislative advocacy experience.
- Experience planning, coordinating, and hosting large in-person and virtual events with multiple stakeholders.

### **Hours, Salary & Benefits**

The Director is a full-time exempt position. There is flexibility in the schedule to meet your personal needs. Due to COVID, staff has had flexibility with remote work and continues to schedule office presence in line with public health guidelines. A more permanent remote work situation could be considered.

Compensation is up to \$50,000/year, firm and dependent upon experience. In addition, the Task Force provides a \$500/year stipend to be used for the purchase of local produce (CSA share, Farmer's Markets, etc.); 10 paid holidays and 20 days of paid leave (vacation, sick, personal) each year.

We are a small non-profit organization and while traditional health insurance is not currently offered, these are terms that can be negotiated.

### **How to Apply**

To apply, please submit your resume and cover letter to [IHRTFEmployment@yahoo.com](mailto:IHRTFEmployment@yahoo.com) by the application deadline of **November 12th**. While negotiable, the proposed start date is December 1st. Any questions should be forwarded to the email above. No calls will be accepted. We will reach out to you directly to confirm receipt and to instruct you on next steps.