



Director of Finance and Administration Position Profile

ABOUT CHESTER COUNTY FOOD BANK

The Chester County Food Bank, a 501(c)3 non-profit organization, was formed in 2009 to address the escalating hunger problem in the county. Our primary goal was, and still is, to have a viable, sustainable organization that secures, manages and distributes food to those in need.

Today, we are the central hunger relief organization serving more than 120 partner agencies in Chester County, PA. Through our network of food cupboards, hot meal sites, shelters and other social service organizations, we distribute over 2.5 million pounds to our neighbors with limited or uncertain access to adequate food.

For more information, visit chestercountyfoodbank.org.

MISSION AND CURRENT PRIORITIES

Mission

Chester County Food Bank's mission is to mobilize our community to ensure access to real, healthy food.

Strategic Focus Areas 2016-2018

Efficient and sustainable regional food distribution system:

- Chester County Food Bank distributed over 2 million pounds of food in the 2015-2016 fiscal year, mainly through a network of food cupboards and other local agencies.
- Over the next several years we will work closely with our network of partners to increase the capacity of the food distribution network to accept more food donations, accept more fresh food, and redistribute the food efficiently, effectively, and knowledgeably.

Fresh and local food:

- More than 30% of the food distributed by Chester County Food Bank to agencies throughout the county is fresh produce. Fresh produce is also used in our educational programs.
- Fresh produce is often processed by volunteers in our commercial kitchen on site at the food bank. The produce may be peeled, cut, etc. to make it easier for the customers to use, or it may be prepared and frozen for use in a different season.
- Some produce is purchased at auction and some grown by us in partnership with local farms.

Consumption of fresh and healthy food by food insecure households:

- We are refining and creating nutrition education programs to encourage food insecure households to eat fresh and healthy foods.

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Community education and engagement:

- In 2016-2017 we will conduct a county-wide food needs assessment to identify the need, food preferences (including specific cultural preferences), and current barriers to food access, and we will collaborate with the food distribution network to identify a collective impact approach that responds directly to the needs assessment findings.
- We engage the community to take action by volunteering, donating or otherwise supporting Chester County Food Bank and our partner agencies.
- In 2016-2018 we will be making a focused effort on diversifying our funding streams and bringing in new financial supporters.

Internal investments critical to achieving our mission:

- We are creating a new leadership team and staffing plan.
- We are investing in training to build internal capacity in the board of directors and staff.
- We are developing key policies and procedures to ensure the food bank functions smoothly.
- We are evaluating infrastructure needs including computer equipment, software, vehicles, etc.

THE POSITION: DIRECTOR OF FINANCE AND ADMINISTRATION

Chester County Food Bank has a staff of 20 and an annual budget of approximately \$1.2 million cash and handles an additional \$2.3 million in donated food. We have recently adopted a new senior management team leadership model. Beginning this fall, our executive director will work directly with a team of five lead staff to coordinate the activities of the organization. We are now seeking to fill the position of finance/administration director.

The Director of Finance and Administration is a critical member of the senior management team at Chester County Food Bank. This is a full-time exempt position reporting to the Executive Director. The person in this position is a strategic thought-partner for the Executive Director and the leadership team, as well as working closely with some members of the board of directors.

The successful candidate will be a hands-on and participative manager with the ability to help maximize and strengthen the internal capacity of a well-respected, high-impact organization. This is a new position, and will require an individual who is adept at setting up new systems and working with teams to refine and understand those systems. In close cooperation with other senior managers, the individual in this position has overall responsibility for supervision and management of the following critical functions: finance, business planning and budgeting, human resources, administration, and information technology. Key duties of this position include:

General Finance:

- Monitor, analyze and report on the financial status of the organization.
- Work in partnership with the executive director, board of directors, and the senior management team to provide the financial information and perspective needed for strategic decision making.
- Oversee and lead annual budgeting and planning process in conjunction with senior managers.
- Manage organizational cash flow and forecasting.
- Manage day to day cash receipts and deposits.
- Perform all routine bookkeeping functions.
- Update and implement all necessary business policies and accounting practices.
- Coordinate and lead the annual audit process.

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Administrative:

- Manage the Food Bank's human resources policies and functions.
- Manage the Information Technology needs of the Food Bank.
- Oversee administrative functions for the front office of the Food Bank.
- Oversee most legal and contract administration needs of the Food Bank.
- Engage in cross-departmental planning and problem solving.
- Represent the Food Bank through this position to outside community.
- Coordination with payroll service provider, annual informational returns, etc.
- Develop and manage RFP's for various lines of services and products (banking, investments, healthcare, etc.)

Essential Skills, Experience and Qualities

- Interest in hunger issues.
- Demonstrated senior management skills.
 - A minimum of 3-5 years of experience in senior-level financial and administrative management, preferably for non-profit organization(s).
- Ability to effectively communicate financial concepts to others in the organization in ways that build trust and ensure collaborative working relationships between board and staff, and across departments.
- Experience in human resources functions and a deep commitment to employee training and development.
- Demonstrated ability to design new systems and processes in collaboration with the senior management team.
- Collaborative leadership style that inspires, empowers and develops a strong staff and encourages work-life balance.
- Ability to prioritize in a fast paced environment with many demands.
- Ability to work closely and effectively with a variety of internal and external stakeholders
- Proficiency in accounting software as well as basic computer programs including Microsoft Office.

Disclaimer

This position description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee. Additional duties and responsibilities expected to be performed as necessary. **Chester County Food Bank is an equal opportunity employer.**

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COMPENSATION AND BENEFITS

Salary range: Chester County Food Bank offers a competitive benefits package

TO APPLY

Please submit a resume and letter of interest to:

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