



Virginia Peninsula Foodbank

Chief Executive Officer

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Organization

Virginia Peninsula Foodbank (VPFB) is the leading hunger relief organization across the greater Peninsula (Hampton, Newport News, Poquoson and Williamsburg and the counties of Gloucester, James City, Matthews, Surry and York) serving the 1 in 8 Virginians who experience the daily hardships of food and nutrition insecurity. Food banks provide healthy food to individuals, children, families, seniors and veterans who otherwise might go without. VPFB is a partner foodbank of Feeding America and plays an active role in meeting community needs to help those whose food insecurity has been magnified and who are facing the fears and pains of hunger.

Hunger relief is truly a collaborative effort, and with the support of their partner agencies, generous donors, and committed volunteers, VPFB provides nourishment and hope to our neighbors in need each day. During the 2022-2023 fiscal year, the Foodbank distributed almost 10.9 million pounds of food equating to 9.1 million meals through 140 nonprofit member agencies and other distribution partners. Over the last 36 years, VPFB has provided 200 million meals.

At Virginia Peninsula Foodbank, we hold people experiencing hunger and food insecurity across the greater Virginia Peninsula at the center of our actions and decisions. We envision a hunger-free Peninsula where each person can participate, prosper, and have access to food that is both nourishing and in keeping with their culture. We recognize that systemic injustices and oppression exist—such as racism, classism, and sexism—and that these create and perpetuate conditions that sustain poverty, hunger, and health disparities.

Understanding this, we commit to serve marginalized communities and those disproportionately impacted by hunger, in both urban and rural environments, in ways that value who they are, their lived experiences, and their unique barriers to accessing food. We resolve to educate ourselves by listening to and including these communities in our work, and to respond where bias and inequities appear. We will confront oppression and poverty by developing solutions to hunger that are community-driven, equitable, accessible, honor a diversity of needs, and value everyone. Our food programs and public policy efforts aim to build a society where everyone can thrive—celebrating our differences and working together to overcome injustices that might divide us... because no one should be hungry.

Position Overview

The CEO of the Virginia Peninsula Foodbank will inherit a strong organization that makes a significant contribution to the community it serves. The CEO partners with the Board and staff to continue to raise the visibility of the organization, increases funding so that VPFB continues to grow and increase its impact, works closely with partner agencies, and ensures that VPFB's programs meet the needs of the community. Managing a team of 34 full-time and 4 part-time staff, the CEO will oversee a budget of \$5 million.

VPFB's CEO will manage and develop staff and ensure a positive, healthy culture. Direct reports to this position currently include the COO, CFO, the Director of Nutrition Programs and the Director of Development.

Key Responsibilities

Strategy and Planning

- Collaborate with the Board of Directors to develop, plan, and direct the strategic plan. The CEO will ensure that the plan's execution is measured by quantifiable and calendared milestones.
- Develop a regular process to review the strategic plan, reporting progress on key performance indicators to ensure priorities and resources align. Course correct as needed in response to external circumstances and opportunities.
- Enhance VPFB's reputation and positioning in the community.

Management

- Directly supervise the leadership team and direct all staff in accordance with the VPFB mission, objectives, established procedures, and applicable laws.
- Establish innovative and productive working relationships with donors, agency leaders, legislators, families, and staff.
- Ensure that all policies and procedures of the organization are implemented and equitably applied.
- Work with staff, the Board of Directors, and Board committees in preparing the budget, investment plan, and board governance.
- Ensure that the organization operates responsibly according to federal and state regulations, any established Board policies, and consistently with Feeding America standards.

Communications

- Assure that VPFB and its mission, programs, and services are consistently presented in a strong, positive way to the community, government, and media.
- Maintain relationships with partner agency network, Virginia Federation of Foodbanks, Feeding America and other community organizations.
- Communicate VPFB's values at internal senior leadership team, staff and department meetings, and externally among CEO peers within related organizations.
- Engage frequently with the media, communicating the energy, ambition and commitment of the VPFB staff and Board.
- Make compelling written and oral presentations to donors, families, partners, and government agencies to advance the needs of VPFB and the community it serves.

Fundraising

- The CEO is actively engaged in fundraising and partners with the staff to develop and adhere to an annual Development Plan, whose metrics and outcomes will be presented quarterly to the Board of Directors.
- The CEO is the strategic lead and active participant in all major gifts.
- The CEO regularly collaborates with the Board of Directors on its annual fundraising goals.

Board Administration and Support

- Support the operations and administration of the Board by advising and informing Board members, interfacing between Board and staff, and contributing to the Board's annual evaluation of the Chief Executive.
- Partner with the Board President, officers, and committee chairs to develop and implement the policies of the organization and to execute on the guidance of the Board in a proactive manner.
- Present recommendations to the Board of Directors on policy and desired changes to improve the organization's day-to-day operations, and well-being.

Human Resource Management

- Effectively manage the human resources of the organization according to approved personnel policies and procedures that fully conform to current laws and regulations.
- Ensure that onboarding of new employees includes training in VPFB's history, demographics, and operations.
- Review and evaluate members of the Leadership Team using their KPIs and any evaluations provided by the staff members they manage. Oversee corrective actions taken when agreed-upon goals and employment standards are not met.
- Continually foster a culture of mutual respect, collaboration, and effective communication among staff.

Operations and Financial Management

- Oversee the effective operation of the Foodbank.
- Continually evaluate the VPFB's facilities needs to optimize growth in services to the community.
- Guide any future large capital projects to reflect VPFB's needs.
- Provide pre-design, user experience, and operational input to architects, project managers, and general contractors in the design and construction of major new projects.
- Develop and propose a comprehensive annual budget for Board approval.
- Prudently manage VPFB's resources within Board budget guidelines and communicate with the Board about any significant projected budget variances.

Experience and Qualifications

- A minimum of 10 years of progressive leadership experience in corporate or nonprofit management and/or community service; experience with foodbanks a plus.
- A Bachelor's Degree in Business Administration, Organizational Leadership, Nonprofit Management, Communications, Finance, or Social Science (or related fields) required, Master's Degree preferred.
- Significant experience growing an organization's resources and impact.
- Demonstrated experience partnering with a Board of Directors
- Proven business and financial acumen.
- An inspirational communication style.
- Experience in successful change management implementation.
- High emotional intelligence (EI) and interpersonal relationship-building skills.
- A collaborative, transparent and communicative leadership style.
- Demonstrated experience in developing budgets and managing finances.
- Experience with fundraising and grant development.

Digital Presence

Web: <https://hrfoodbank.org>

Facebook: <https://www.facebook.com/VAPenFoodbank>

Instagram: <https://www.instagram.com/hrfoodbank/>

Twitter: <https://twitter.com/hrfoodbank>

LinkedIn: <https://www.linkedin.com/company/hrfoodbank/>

YouTube: <https://www.youtube.com/user/HRFoodbank>

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