



## Loaves & Fishes of Tompkins County

### **Job Title: Executive Director**

**Reports to:** Board President and Executive Committee

### **About Us:**

Founded in 1983, Loaves & Fishes provides a place for free meals, hospitality, companionship, and advocacy for those in need, regardless of their faith, beliefs, or circumstances. All are welcome! As we continue to grow, we are seeking an inspiring, dedicated Executive Director to lead our mission and bring positive change to our programs, staff, and the people we serve.

### **Job Overview:**

The Executive Director is the visionary leader of Loaves & Fishes, responsible for overseeing daily operations, building relationships with key partners, and ensuring the financial sustainability of the organization. This role is central to the success of our programs and community outreach, including donor relations, staff management, and program development. The Executive Director serves as the public face of the organization and works closely with the Board and other stakeholders to implement our mission and goals.

### **Key Responsibilities:**

- **Community Engagement:**
  - Act as the liaison between Loaves & Fishes and St. John's Church, fostering strong collaboration with church staff and community partners.
  - Serve as the organization's spokesperson at public events and in media.
  - Cultivate meaningful relationships with current and potential donors, helping secure funding to further our mission.
  - Collaborate with local human service organizations and participate in relevant community groups.
- **Staff Leadership:**
  - Lead, motivate, and develop a small team, fostering a supportive and empowering work environment.
  - Oversee hiring, training, and performance evaluations, aligning staffing decisions with the organization's mission.
  - Manage payroll, staff requests, and compensation strategies to ensure staff satisfaction and retention.
- **Financial Oversight:**
  - Ensure financial sustainability by overseeing budgeting, expenditures, and financial reporting.
  - Work with the Finance Committee on annual budget preparation and audits.

- Develop grant proposals and manage funder reporting requirements.
- **Program & Office Management:**
  - Oversee day-to-day operations of the office, free meal program, and facility management.
  - Ensure compliance with St. John's Jubilee Agreement and timely reporting to the Board and funders.
- **Board Relations:**
  - Attend Board and Executive Committee meetings, helping to interpret and implement policies.
  - Support the Board in strategic planning and program development.
  - Organize Board orientation and provide necessary materials for meetings.

**Qualifications:**

- 5+ years of experience in senior nonprofit leadership.
- Bachelor's degree or equivalent experience.
- Strong background in nonprofit finance, strategic planning, and fundraising.
- An understanding of food sourcing, preparation and service of meals on scale is highly desirable.
- Proven ability to lead diverse teams and foster a collaborative culture.
- Deep understanding of the challenges faced by marginalized communities, particularly those experiencing food insecurity, homelessness, and other related issues.
- Commitment to diversity, equity, inclusion, and anti-racism practices.
- Excellent communication, time management, and problem-solving skills.

**Salary and Benefits:**

- Full-time salary \$67,000 - \$75,000 (Exempt)
- Cafeteria Plan Benefits, including health insurance and flexible spending account options
- Vacation, personal time and holidays
- 403 (b) retirement plan

**How to Apply:**

Please submit a cover letter and/or resume that highlights relevant experiences to Heather Kolakowski, President of the Loaves & Fishes Board of Directors at [Loavesboard@gmail.com](mailto:Loavesboard@gmail.com).

**Loaves & Fishes of Tompkins County is an equal opportunity employer who provides a living wage and is committed to a diverse workforce.**