



*Creating a Hunger-Free  
Community*

**POSITION PROFILE**

# **Executive Director**





# About Helena Food Share

Helena Food Share, located in Helena, Montana, is a tax-exempt, nonprofit organization governed by a volunteer board of directors. Seventeen staff members carry out the necessary operations of the organization. Donors and hundreds of volunteers generously support Helena Food Share.



In our Lewis Street Pantry, we respectfully assist over 1,500 households each month by providing 6,000 pounds of food to an average of 125 pantry customers per day. We also distribute food through targeted programs such as Kid Packs, the East Helena Pantry, Mobile Pantries, Senior Commodities, the Senior Farmers Market Coupon Program and other collaborative partnerships.

Helena Food Share is nearing completion of a major capital campaign to build and upgrade a larger Community Food Resource Center that will enable us to meet the growing demand for food support in the community. The building is under construction and full service in the building is expected in late 2024.



More information about Helena Food Share and the services it offers is available at [helenafoodshare.org](https://helenafoodshare.org).

***Our Mission:*** Serving our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the greater Helena area.

***Our Vision:*** Creating a hunger-free community.

***Our Core Values/Food Sharing Philosophy:***

- We believe no one should go hungry.
- We believe access to food is a basic human right.
- We believe nutritious food is a building block for healthy communities.
- We believe in handling food respectfully and eliminating food waste.
- We believe in the spirit of human kindness.
- We believe that by working together, we accomplish more.
- We believe every gift is significant.
- We believe by sharing food, we share hope.



# The Opportunity

The Executive Director reports to Helena Food Share's Board of Directors, is the organizational leader, an excellent communicator, fundraiser, and collaborator. The Executive Director will provide operational, program, staff, and financial leadership for Helena Food Share to ensure that all aspects are running at maximum effectiveness for the greatest impact to our community. The Executive Director must have a passion for the mission, vision, and values of the organization. Great people skills will be essential to be a champion for all, including people who are homeless or going through other traumatic experiences. No matter if the delivery truck breaks down, an employee resigns unexpectedly, a food delivery is delayed, or a trusted donor does not renew a gift, the leader must handle a variety of situations with thoughtfulness, flexibility, respect, resilience, and a can-do attitude.

## Candidate Profile

### *Strategic Leadership and Board Oversight*

- Develop and implement the organization's strategic plan, including short- and long-term goals, to guide the organization's future development and further its impact on the lives of the individuals and community it serves;
- Infuse the strategic mission, vision, and values of the organization into day-to-day operations;
- Lead staff, donors, and volunteers to further the work of the organization and meet shared objectives;
- Work collaboratively with the board chair and board committee chairs to develop, support, and maintain a knowledgeable, engaged, and effective board and act as a non-voting member of the board and its committees;
- Provide oversight of and actively participate in recruiting, retaining, and developing board members; and,
- Maintain working knowledge of hunger and food equity issues and community social services and resources.



# Candidate Profile *(cont.)*

## Fund Development

- Supervise the Development Director, working closely to plan and implement a comprehensive fundraising program that ensures Helena Food Share has the funds to meet its annual goals;
- Help identify, cultivate, and solicit new individual donors and maintain a strong stewardship program for existing donors;
- Assist with and secure foundation, businesses, government, and in-kind support for Helena Food Share; and,
- Identify and develop strategic partnerships for programs and funding.

## Program Operations

- Supervise the Program Operations Director and work closely to evaluate and monitor all existing programs, and to plan and develop any new food assistance or food banking programs needed to fulfill Helena Food Share's mission;
- Oversee the hiring and performance of all staff and consultants;
- Help recruit new volunteers and retain existing volunteers; and,
- Maintain a strong, positive, and professional working environment that attracts and retains qualified staff and volunteers and provide leadership and work direction to lead staff with the purpose of developing a management team operating at peak performance.

## Financial Oversight

- Supervise the Business Operations Director, and work closely with that position to oversee the creation of the annual operating budget;
- Manage revenues and expenses to meet budget targets;
- Monitor and report the financial condition of the organization;
- Assure compliance with all fiscal controls and regulations; and,
- Ensure overall facility maintenance and risk management.



## **Communication & Public Relations**

- Supervise the Communications Director, and work closely with that position to ensure good communication with the organization's constituents and the general public;
- Give presentations and updates to various community organizations about Helena Food Share and its impact in the community;
- Serve as the public face for the organization. Build relationships, manage collaborations, and encourage community engagement to ensure support for Helena Food Share's mission; and,
- Effectively and collaboratively communicate with customers, staff, community partners, and any other key stakeholders.

## **Desired Skills, Knowledge, and Qualifications**

*The ideal candidate for this position will have:*

- Executive-level experience that includes planning, fundraising, managing staff, overseeing finances, and working with boards;
- Demonstrated ability to lead an organization through change and growth;
- Experience developing and overseeing a large budget;
- Experience motivating and appreciating volunteers;
- Successful experience fundraising from a variety of sources;
- Demonstrated ability to lead and manage staff and boards and to foster teamwork and inclusion among groups;
- Operational skills and ability to manage time and resources;
- Experience in capital campaigns and endowments;
- Some knowledge of the Montana and Helena communities and cultures;
- Familiarity with food pantries, hunger, and food security issues;
- Strong computer skills with working knowledge of financial software, word processing, spreadsheets, presentation creation, information mining, and social media; and
- Detail-oriented, organized, and skilled at successfully juggling competing priorities.

## **Required Experience**

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's degree and five years of demonstrated executive-level nonprofit experience. Other combinations of education and experience will be considered on an individual basis.



## Compensation Package Information

This is an exempt, salaried position.

The salary range is \$85,000 - \$100,000, based on experience. Compensation also includes paid holidays, retirement, annual leave, sick leave, and an employer-sponsored health insurance plan.

The position is located in Helena, MT and based in-office.

### To Apply:

Email your individualized cover letter and resume to our Executive Search Consultant, Paige Judnich at [paige@cascdiamg.com](mailto:paige@cascdiamg.com).



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