



**MAUI FOOD BANK**  
*Helping the Hungry*

## Job Description **CHIEF EXECUTIVE OFFICER**

### **ABOUT THE ORGANIZATION**

Established with a mission to alleviate hunger and food insecurity in Maui County, the Maui Food Bank ("MFB") has been a vital force in addressing the nutritional needs of the community since its inception in 1994. The Maui Food Bank operates as a nonprofit organization committed to distributing nutritious food resources and support to individuals and families facing hunger in Maui County. Guided by the values of compassion, integrity, and aloha, the organization collaborates with local partners, businesses, donors, and volunteers to make a meaningful impact in the fight against food insecurity. With various programs such as: Aloha BackPack Buddies, Fresh 4 All, and Kupuna boxes, the Maui Food Bank plays a crucial role in addressing nutritional needs in Maui County through strategic initiatives and community engagement.

### **OVERVIEW**

The Chief Executive Officer ("CEO") shall be responsible for leading, supervising and managing the employees and operations of the Maui Food Bank in fulfilling its mission to provide hunger relief in the County of Maui. In order to accomplish this mission, the CEO will be responsible for conducting fundraising, applying for grants and obtaining financial assistance for MFB.

### **ESSENTIAL DUTIES**

#### **Executive Relations**

- Provide the Board of Directors ("Board") with timely information on relevant matters related to MFB. This information should include current finances, financial planning, operations, staffing matters, food resourcing, etc.
- Work with the Board Chair to ensure regular meetings are scheduled and held. Provide an agenda, with all supporting documents for consideration, a minimum of two days before each Board meeting. This will allow the Board to effectively conduct its business in managing the CEO.
- Develop short and long-term strategic financial and development plans for MFB and provide those plans to the Board for review and input.
- Provide a monthly evaluation report of MFB's organization's activities and accomplishments.

#### **Management and Administration**

- Communicate clearly and effectively with staff.
- Provide support to all staff and direct supervision to executive/key staff.
- Evaluate staffing needs, review and update staff job descriptions as necessary.
- On at least an annual basis, perform job evaluations of key/executive staff, direct key/executive staff to perform job evaluations of their subordinates, and perform salary review for all staff.
- Have executive staff present information to the Board at its meetings.
- Oversee all hiring, promotions, disciplinary actions and terminations. Provide updates of all such actions to the Board.



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- Ensure that all personnel policies and procedures are in compliance with MFB policies and procedures, adhere to state and federal laws, including but not limited to hiring, promotion and termination procedures.
- Review short and long-term goals with all staff individually, and in sections, to evaluate results achieved, provide constructive feedback and a growth path forward to encourage career development. Provide relevant updates to the Board.

#### **Financial and Business Management**

- Properly manage the finances in a fiscally responsible manner, that is in compliance with MFB policies and procedures, in coordination with the Finance Committee and the Board.
- Develop annual operating budgets to be presented and approved by the Board, and manage MFB operations according to the budget
- Ensure that all financial records are properly maintained.
- Comply with MFB Financial Policy and all laws applicable to MFB, including the filing of all local, state and federal reporting requirements.
- Maintain fixed asset inventory ledgers.
- Ensure that all expenditures include a clear audit trail.
- Approve expenditures in compliance with MFB Financial Policy.
- Submit quarterly financial statements to the Board.

#### **Fundraising**

- Establish plans for potential sources of funding for MFB, including retaining current donors.
- Develop plans to ensure that fundraising goals are met to support MFB's operating needs.
- Develop positive and productive relationships with potential funding sources in both the public and private sectors.
- Participate in fundraising activities where potential donors may be present.
- Empower volunteers to assist in fundraising activities.

#### **Other Functions**

- Be the primary spokesperson for MFB.
- Cultivate relationships for MFB with federal, state and county governments, the media, non-profit organizations, the corporate community, foundations, community organizations and financial donors.
- Promote a cooperative spirit within the organization and with partner agencies, external participants and the community at large.
- Maintain and update required job knowledge, skills and core professional competencies.
- Be an upstanding member of the community.

#### **Ideal Qualifications**

- A Bachelor's degree from a four-year accredited college or university;
- A minimum of five years of experience in supervising and training employees and new hires;



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Strong management skills, including the ability to communicate effectively orally and in writing;

- Experience in finance, fundraising, government relations, public relations, personnel management, program development and administration;
- Knowledge of regulatory agencies and regulations for non-profit organizations;
- Long range planning ability;
- Ability to work with people of diverse backgrounds;
- Strong customer service skills;
- Ability to maintain confidentiality;
- Reliable and dependable;
- Positive work ethic;
- Team-oriented attitude;
- Computer literate; and
- Able to work evenings, weekends and holidays.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.