

**PRESS RELEASE**

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**FOR IMMEDIATE RELEASE**

**HEADLINE: Food For The Hungry in search of Executive Director**

MOUNT VERNON — Food For The Hungry has a job opening for its Executive Director. This is a rewarding position as the Executive Director is essential to the Food for the Hungry team in its nonprofit efforts focused on providing food and financial support to entities striving to reduce hunger in Knox County, Ohio.

The Executive Director’s main responsibility is to oversee and coordinate the annual FFTH Drive in November and December. Throughout the year, the Executive Director manages various grant applications and award deadlines, coordinates with Community Partners and grant recipients, presents annual operating budget requests, coordinates marketing and promotional initiatives with the Digital Content and Marketing Director, and works closely with the FFTH board on FFTH matters. The Executive Director should positively represent FFTH to the public at and in various venues.

The Executive Director is a salaried position. While this is not a full-time position, the months of January, April, May, and October will necessitate more time (20-25 hours **per week** during these months are typical). In the “off” months, February, March, June, July, August, and September, 15-20 hours **per month** should be expected. November and December are, timewise, the heaviest months. One should expect to average 25-30 hours **per week** during these two months with Drive week (the second week of December) set aside as the one “all-in, whatever it takes” week.

 **Job Responsibilities include:**
- Recruitment for and coordination of all organizations and volunteers needed for various components of the annual drive.
- Develop and/or maintain relationships with community entities that support FFTH. (i.e., Kenyon Gala Committee, Knox County Food Council, Knox County Sherriff’s Office, MVAC, Mount Vernon City officials, OSU Alumni Association, Psi Iota Xi sorority, Rotary Club).
- Create an annual event calendar and keep it updated throughout the year.
- Manage the Turkey Trot food collection on Thanksgiving Morning.
- Manage the transfer of all materials necessary for the annual broadcast to and from the storage unit.
- Take boxes to each elementary school and collect canned goods from schools in Knox County to be stored at Blubaugh’s as part of the annual Psi Iota Xi drive.
- As a member of the Grants Committee, ensure proper application processes are in place and the completeness and timeliness of each application submitted, conduct any necessary follow-up processes prior to committee meetings and after decisions are made, and notify all recipients in a timely fashion.
- Monitor all follow-up reporting and prepare reports for the Grant Committee and Board.
- Oversight of all annual correspondence: Drive Invitation Letters, Drive thank you letters/notes to volunteers, and Tax Letters.
- Schedule and chair Community committee meetings on the FFTH Board.
- Coordinate community committee to be responsible for the delivery and retrieval of all marketing pieces to the community including yard signs and collection point signs.

 **Skills and Specifications needed for the position:**
**-** Organizational expertise.
- Strong communication skills.
- Comfortable in all public settings.
- Ability to manage various projects and deadlines simultaneously.
- Strong project management skills with the ability to effectively plan, execute, and monitor projects.
- Proven experience in operations management, overseeing multiple departments or functions.
- Exceptional leadership abilities, with the capacity to inspire and motivate a diverse team.
- Demonstrated expertise in process improvement methodologies to drive organizational efficiency.
- Strategic thinking and planning skills to develop long-term goals and objectives.
- Excellent negotiation skills to facilitate agreements with external partners or vendors.
- Experience in senior leadership positions, with a track record of successfully managing teams and achieving results.
- Business development acumen to identify growth opportunities and cultivate new partnerships.

Note: This job description is not intended to be all-inclusive. The Executive Director may be required to perform other related duties as assigned.

To apply, visit [www.indeed.com/job/executive-director-bf58a6c816a9f559](http://www.indeed.com/job/executive-director-bf58a6c816a9f559)
For questions, reach out to: aswallow819@gmail.com.

Follow FFTH on Facebook (@FoodForTheHungryKnoxCounty) and Instagram (@FFTHCares) to stay current on all things FFTH. To learn more about FFTH, donate, or find photos, videos, and more, visit [www.FoodForTheHungryCares.org](http://www.foodforthehungrycares.org).

***Food For The Hungry—Working together to care for our neighbors.***

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