



North Bend, Washington

EXECUTIVE DIRECTOR

\$50,000 - \$60,000

Plus Excellent Benefits

Apply by

March 17, 2019

(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY



Located 30 miles east of Seattle along Interstate 90, the Snoqualmie Valley Food Bank is headquartered in the City of North Bend, Washington, surrounded by stunning vistas of Mount Si and the Cascade

Mountains. The area offers outdoor adventures including hiking, mountain and road biking, fishing, kayaking, skiing and golf. The outdoors infuses the area with energy and tranquility.

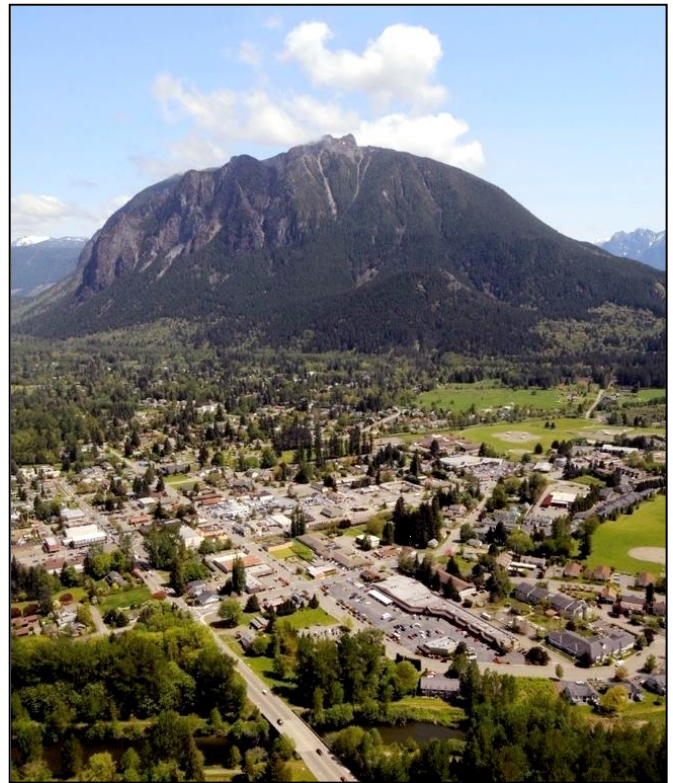
This is a great opportunity for a talented non-profit professional to utilize their skills, knowledge base, and creative innovation for future personal growth, and to make a difference in a historic and close-knit community. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you.



THE COMMUNITY

Situated in western Washington between Seattle and the foothills of the Cascade Mountains, the Snoqualmie Valley Food Bank serves neighbors in need that reside in Preston, Fall City, Snoqualmie and North Bend, all of which are a part of the historic Snoqualmie Valley.

The Snoqualmie Valley offers incredible sight-seeing and endless outdoor recreation opportunities including beautiful city, state and county parks, cycling, fishing, birdwatching, skiing, snow sports, and whitewater rafting and other activities on the famous Snoqualmie River only minutes away.



The Snoqualmie Falls attracts than 1.5 million visitors come to the Falls every year to see the famous 270-foot waterfall and enjoy a two-acre park, observation deck, and cozy Salish Lodge. The Summit at Snoqualmie Pass just 20 minutes east provides alpine skiing and snowboarding, Nordic skiing, and winter tubing from four base areas and 21 chairlifts. Popular hiking opportunities include hiking both Big Mount Si and Little Mount Si made famous by the TV series Twin Peaks, challenging Mailbox Peak, and stunning Rattlesnake Ledge.

The area also offers many golf courses including Cascade Golf Course, Mount Si Golf Course, Snoqualmie Falls Golf Course, and the Snoqualmie Ridge Golf Club; home to the PGA Tour Boeing Classic.

For those looking to stay inside, the Snoqualmie Valley is home to an amazing array of fabulous restaurants and quaint downtown shops. North Bend is also home to the North Bend Premium Outlets offering brands including Coach, Nike, Gap, Banana Republic, Under Armor, Reebok and more, and the Snoqualmie Casino which boasts 1,700 slot machines, 50 gaming tables, a poker room, top-tier live entertainment, and multiple fine dining options.

The upper Snoqualmie Valley is served by the Snoqualmie Valley School District, one of the largest school districts in the state, covering more than 400 square miles and serving the communities of Snoqualmie, North Bend, Fall City and surrounding areas of unincorporated King County. Snoqualmie Valley's award-winning schools serve approximately 7,000 students, ranging in ages from preschool through 12th grade, and special needs students through age 21.



THE ORGANIZATION

Mission Statement

Dedicated to providing food and key resources to help our neighbors and our community thrive.

Values

Collaboration – Provide unity through teamwork with other community partners for social change. Build and cultivate long term relationships to support our mission with community businesses, organizations, municipalities, churches and schools.

Compassion – Serve all people without regard to prejudice or discrimination of any kind.

Integrity – Conduct ourselves in a manner that maintains the highest ethical standards and conveys mutual respect for ourselves and others.

Honor – Honor the contribution of all staff, volunteers, community partners and donors.

Accountability – Responsible and transparent stewards of the resources entrusted to us, guarding all confidential and proprietary information. Create new ways to improve our services and efficiently utilize the community and donor support that sustains our work.

The Snoqualmie Valley Food Bank is a nonprofit, tax-exempt, publicly supported organization that was founded on the belief that the health of the community is dependent on the wellbeing of those that live in it. Run by a ten-member governing Board of Directors that establishes policies, processes and direction, the Food Bank consists of one full-time employee, the Executive Director, and three part-time employees including the operations manager, inventory coordinator and client services specialist that work with over 100 volunteers each week. In 2018, the Food Bank recorded 14,176 household visits that received food assistance from the community food bank and distributed 725,448 pounds of food. The organization now utilizes an annual operating budget of approximately \$274,000 and in-kind donations annually totaling over \$1.2 million.

The Food Bank prides itself on its many ongoing and seasonal programs and partnerships, and immense local support from over 25 community partners and 14 recourse partners. It receives a large portion of its in-kind donations from important Northwest partners such as Costco, Safeway, QFC, Bartell's, Metropolitan Market, and other local businesses.

THE POSITION

Under the direction of the Board of Directors, the Executive Director is responsible for securing the resources of food, time, money and advocacy from food industry partners, businesses, community organizations and individual donors. The Executive Director is also responsible for planning, implementing and directing all aspects of fundraising activities including, corporate gifts, foundation gifts, major gifts, planned giving campaigns, donor cultivation and grant writing. A strong emphasis will be placed on the pending capital campaign, generating gifts from individuals, new prospects and expanding fundraising efforts into previously untapped locales within King County, specifically within the Snoqualmie Valley, as well as maximizing existing campaigns and events.

Other Responsibilities Include:

➤ Works closely with Board of Directors to develop and implement all finance and marketing program strategies to support the mission and goals of the Snoqualmie Valley Food Bank.

- Establishes forecasts and evaluates fundraising potential, researches and identifies sources of funds.
- Leads short and long-term strategic planning and goal development.
- Develops action plans, methods, materials, procedures and reports for each event and campaign.
- Works with the Board Treasurer and Accountant to ensure that proactive financial practices are implemented and followed.
- Assists with preparing the annual budget for Board approval and administers and monitors the budget accordingly.
- Establishes and implements guidelines for donor stewardship and recognition.
- Cultivates relationships with corporate, community and government entities.
- Prepares grant proposals and seeks other sources of fundraising.
- Cultivates relationships with donors and manages the donor database to ensure the accuracy of donor information; processes gifts and follow-up correspondence in a timely manner.
- Maintains marketing materials and presence on website, including but not limited to design, content, updates, driving traffic, email blasts, and updating our presence with other linked website partners.
- Develops and implements innovative strategies and programs to continually improve the Food Bank's impact, effectiveness and quality of fundraising activities.
- Maintain working knowledge of hunger and food equity issues as well as local social services and resources.
- Works with the Operations Manager to maintain and manage all vendor relationships.
- Maintains a strong, positive and professional working environment that attracts and retains qualified staff and volunteers.
- Helps recruit new volunteers and retain existing volunteers.
- Investigates and handles complaints, disputes, grievances and conflicts, or otherwise negotiating with others.

IDEAL CANDIDATE

Education & Experience:

A bachelor's degree with course work or professional certification in a related field is preferred, along with a minimum of three years of successful fundraising and marketing experience in the non-profit sector. Proficiency in Microsoft Office suite is preferred, along with experience with other database software such as Little Green Light. Candidates must have a valid Washington State driver's license by time of hire. This position may require some evening and weekend work.

Necessary Knowledge, Skills & Abilities:

- Proven experience cultivating and developing high-level volunteers.
- Strong organizational and project management skills
- A willingness to lead, take charge, and offer opinions and direction.
- A passion for the SVFB mission and the community and displaying self-motivation.
- The ability to build solid annual giving programs, which sustain food bank operations and programs and also serve as a foundation for major gifts and planned giving.
- The ability to represent the Food Bank to community groups and potential donors through speaking engagements.
- Prior experience maintaining links of communication such as newsletters, calendars, email, telephone systems, website, social media and local media.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.



COMPENSATION & BENEFITS

- **\$50,000 - \$60,000 DOQ**
- 7 Paid Holidays
- Paid Vacation & Sick Leave

Please visit:
www.snoqualmievalleyfoodbank.org

The Snoqualmie Valley Food Bank is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 17, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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