



**DIRECTOR, EXECUTIVE OFFICE
POSITION GUIDE
FEBRUARY 2016**

ABOUT FEEDING AMERICA WWW.FEEDINGAMERICA.ORG

The concept of food banking was developed by John van Hengel in Phoenix, AZ in the late 1960s. Van Hengel, a retired businessman, had been volunteering at a soup kitchen trying to find food to serve the hungry. One day, he met a desperate mother who regularly rummaged through grocery store garbage bins to find food for her children. She suggested that there should be a place where, instead of being thrown out, discarded food could be stored for people to pick up—similar to the way “banks” store money for future use. With that, an industry was born.

Van Hengel established St. Mary’s Food Bank in Phoenix, AZ as the nation’s first food bank. In its initial year, van Hengel and his team of volunteers distributed 275,000 pounds of food to people in need. Word of the food bank’s success quickly spread, and states began to take note. By 1977, food banks had been established in 18 cities across the country.

As the number of food banks began to increase, van Hengel created a national organization for food banks and in 1979 he established Second Harvest, which was later called America’s Second Harvest the



Nation’s Food Bank Network. In 2008, the network changed its name to Feeding America to better reflect the mission of the organization.

Today, Feeding America is the nation’s largest domestic hunger-relief organization—a powerful and efficient

network of food banks across the country. As food insecurity rates hold steady at the highest levels ever, the Feeding America network of food banks has risen to meet the need. Feeding America feeds 46.5 million people at risk of hunger, including 12 million children and seven million seniors.

Feeding America works through 200 food banks and 58,000 feeding programs that comprise a network that includes all fifty states, the District of Columbia and Puerto Rico, distributing donated food and grocery products through charitable agencies such as food pantries, soup kitchens, emergency shelters, after-school programs and Kids Cafes®. Through its extensive network and programs, Feeding America provides over 3.2 billion meals annually.

With food and funds revenues of over \$2 billion for the fiscal year that ended June 30, 2015 and a staff of 250 employees in its Chicago based national office, Feeding America has been noted as one of the most

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effective charities in the country. Feeding America is listed as #3 of the 200 largest charities by *Forbes* Magazine, and *Charity Navigator* has given Feeding America a rating of four stars out of four.

Feeding America depends entirely on the support of individuals, corporations and charitable foundations, and every \$1 received enables the organization to provide 11 meals.

In addition to hunger relief, Feeding America works to publicize and draw attention to the issue of hunger in America through its research and public policy agendas. *The Almanac of Hunger and Poverty in America 2014*, a research project of Feeding America, is the nation's largest study of domestic hunger.

To learn more about Hunger in America, click here: <http://www.feedingamerica.org/assets/video/video-hunger-in-america-2014.html>

ABOUT THE DIRECTOR, EXECUTIVE OFFICE

Feeding America is the largest and most comprehensive organization for food distribution in the world. The Director, Executive Office role is a high profile position within Feeding America, reporting directly to the CEO. The Director is responsible for ensuring the efficient operation of the Executive Office, which includes the CEO, the President, the VP Governance and the Executive Assistant to the CEO. This position is key to an effective executive function for Feeding America and plays an essential role in coordinating and communicating on behalf of the Executive Office with departments throughout the organization, high-level donors, non-profit and corporate executives, government officials and community leaders. The person in this role will provide a broad array of day-to-day support and special project execution on behalf of the CEO, as well as the President. The Director, Executive Office will be responsible for planning and directing strategic and operational activities for the CEO. He/she plays a key role in preparing for and facilitating critical path meetings for the CEO and working with the Executive Assistant to ensure the CEO's time is leveraged most effectively. This position will be located in Washington, DC.

RESPONSIBILITIES

The Director of the Executive Office has the following responsibilities:

- Work directly with the CEO to plan, coordinate and conduct weekly meetings of the Executive Office. Work with the President to plan, coordinate and conduct monthly meetings of the Senior Management Team. Communicate with participants, ensuring objectives and agenda items are published in advance, materials needed to support key decisions are shared, and follow-up items are completed in a timely fashion. Coordinate with Human Resources and others to ensure regular and intermittent meetings with other members of staff.
- Develop and maintain an inventory of critical path projects in which the CEO is especially interested and/or for which her awareness and involvement are essential. Staff to align their actions and communications in support of agreed upon goals. Work with all staff to ensure that the CEO's priorities, goals and needs are conveyed, that progress is made in a timely manner, and that demands on the CEO's schedule are understood. Work to ensure that Executive Team needs and priorities are conveyed to the CEO for consideration. Ensure that the President and other direct reports to the CEO have access and meetings on a regular basis.

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- Monitor deadlines, follow up on delegated projects, and provide appropriate coordination on tasks that require research and interaction with Senior Leadership and other team members.
- Help plan, prioritize and organize the schedule of the CEO. Provide guidance to the Executive Assistant by reviewing and approving the weekly calendar for the CEO in advance. Work with the Executive Assistant to ensure materials for each day are prepared and in order, that meeting objectives are realistic and that the CEO is well prepared. Ensure briefings are scheduled in advance and that associated details are in order for the CEO.
- Support the CEO's effective and timely decision-making by collecting, organizing, and analyzing information from all departments needed for CEO's decisions. Work with the Executive Assistant to ensure the CEO is totally prepared for internal and external sessions.
- Attend key meetings and special events with the CEO, both on and off-site. Work with the Executive Assistant to ensure appropriate and timely communications to ensure productive meetings and events. Capture takeaways from meetings, identify key themes and implications for the CEO's consideration. Ensure follow-up with relevant stakeholders as needed.
- Work closely with the Vice President, Governance and Board Relations to ensure that CEO meetings with the Chair and other board members are adequately prepared and ensure that necessary actions that emanate from those meetings are communicated as needed to others
- Work with the Communications team to support the CEO's internal and external communications. Prepare presentations for internal and external stakeholders, as needed, drafting and editing written memoranda, talking points, letters, and other internal and external communications on behalf of the CEO. Coordinate constituent correspondence, speeches, and other written material as required and ensure that the CEO maintains contact as required with key constituents.
- Conduct outreach to other national organizations and organize convenings on behalf of the CEO. Make high-level contacts of a complex and confidential nature both inside and outside the organization. Track communication efforts by Executive Office team members with external stakeholders.
- Research, explore and develop new opportunities. Synthesize data, draft proposals, write reports and respond to requests for information, including answering complex inquiries requiring detailed knowledge of organizational policies and priorities.
- Lead and complete special projects as required and assigned by the CEO and/or the President.
- Manage the CEO budget, identify and explain variances and work with the CFO to ensure key initiatives supporting the CEO and Executive Office are properly resourced.



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- Serve as trusted advisor to the CEO, the President and other members of the Executive Office. Ensure that confidential matters are appropriately managed. Make recommendations for improvement in functioning of the Executive Office.

QUALIFICATIONS

The Director of the Executive Office will bring the following qualifications and experience:

- Master's degree in administration or other related field.
- Eight years of professional experience including a minimum of four years of experience in administration management and special project leadership, working in close partnership with a Chief Executive Officer.
- Exceptional administrative, organizational and time management skills.
- Effective meeting management skills, including agenda and objective development, identification of needed participants and preparation, documentation of key discussions and management of follow ups.
- Ability to translate information into clear objectives and decisions for Chief Executive Office, President and senior management team discussion and deliberation.
- Ability to create productive working relationships within a large, complex organization. Ability to generate respect and trust from staff while fostering cross functional collaboration and a strong sense of teamwork and resolving conflicts productively.
- Demonstrated diplomacy and ability to offer dissenting points of view in consistently constructive and positive ways.
- Experience in communicating with a wide variety of senior executives, high level officials and contacts internally and externally. Proven ability to represent organizational needs and interests to a variety of audiences. Excellent oral and written communication, listening, and executive level presentation skills.
- Ability to work in a fast-paced environment which requires juggling competing demands, managing projects, prioritizing effectively and making progress on multiple initiatives concurrently.
- Strong work ethic and willingness to take ownership for wide-ranging responsibilities, from the strategic to the administrative.
- This role is likely to travel periodically with the CEO (up to 33%), including between the Chicago and Washington D.C. offices, and attend special events, which may occasionally take place on evenings or weekends.
- Proficient in Microsoft Office applications and ability to learn new technological applications.
- A deep commitment to the mission of Feeding America.

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COMPENSATION

Compensation will be commensurate with experience and record of successful achievement. Feeding America offers generous benefits and professional development opportunities.

APPLICATION

Please direct resumes and letters of interest to:

Marian Alexander DeBerry, Director, Executive Search
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Campbell & Company

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Feeding America embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.