



**VICE PRESIDENT, GOVERNANCE AND BOARD RELATIONS
POSITION GUIDE
DECEMBER 2015**

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 2.4 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 10 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 VICE PRESIDENT, GOVERNANCE AND BOARD RELATIONS

Feeding America is the largest and most comprehensive organization for food distribution in the world. The Vice President, Governance and Board Relations has been created to support and develop the Feeding America national board of directors to be a best in class board within the non-profit sector. The Vice President, Governance and Board Relations will be responsible for coordinating all aspects of board development, including board and committee meeting preparation, director recruitment and nominating and board communication.

This role, reporting to the CEO and working closely with the President, will support the CEO and Governance Committee and work with key staff across the organization in order to ensure that the board is highly effective in carrying out its essential duties and governance responsibilities and is able to attract and develop the highest caliber candidates to serve as directors. The Vice President, Governance and Board Relations will also develop and coordinate the activities of a high level council as a means of engaging potential candidates for the board and furthering the mission.

RESPONSIBILITIES

The Vice President, Governance and Board Relations has the following responsibilities:

- Work with the President and CEO to establish a plan for the board and its respective committees for each fiscal year, including focus areas and key decisions that will guide the design of each board engagement throughout the year. Support the work of a staff advisory committee in support of the board's work. This will include President, CFO, and Senior Vice President of Development.
- Support the CEO and Board Chair in the development of board agendas for quarterly board meetings with an emphasis on generative discussion and clear board actions. Work with the President, CFO and SVP Human Resources to incorporate the priorities and progress of various board committees into the design of board agendas.
- Periodically design and run strategic retreats to help the board reassess vision and mission, evaluate and establish outcomes, understand and help shape key strategies.

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- Staff Governance Committee Meetings, supporting the Committee Chair as needed. Work with Feeding American National Office colleagues staffing other committees to ensure ongoing high level functioning and participation of each committee.
- Coordinate production of all Board Meeting materials, working closely with the Executive Assistant to the CEO and members of the Executive Team as needed to ensure materials promote clarity in reporting to the board and stimulate discussion by board members.
- Design, administer and analyze the annual board self-assessment survey with an emphasis on continuous improvement in board effectiveness.
- Utilize insights from the board self-assessment and best practices and trends in board governance, as well as outside expertise, to support the Governance Committee's efforts to strengthen the board.
- Examine and explore alternative governance structures, committees, and councils that can be utilized to help the board optimize its effectiveness, raise the profile of the Feeding America brand and accelerate the resource development efforts and key strategic initiatives of the organization.
- Collaborate with the Philanthropy Department to meaningfully engage former directors through the Emeritus Board and to cultivate prospective directors and influential leaders through the development of a National Leadership Council.
- Facilitate the recruitment, director slate development, prioritization and nominations processes for the purpose of attracting diverse, wise and highly influential candidates to serve on the Feeding America board.
- Coordinate the onboarding of new directors.
- Develop a deep understanding of organizational bylaws and governance policies. Recommend and support changes to the bylaws, as needed, to strengthen organizational governance.
- Facilitate board monitoring of compliance with bylaws.
- Offer governance training and facilitate best practice sharing for network members. Coordinate the development and execution of the local board track within the Feeding America Annual Conference.
- Provide content development and delivery support to Network Development with respect to local board orientation, which takes place quarterly via webinar.
- Complete special projects as required and assigned.



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QUALIFICATIONS

The Vice President, Governance and Board Relations will bring the following qualifications and experience:

- Master's degree in administration or other related field required; a law degree would be a distinct advantage.
- A minimum of eight years of experience working directly with boards of directors, with experience in a non-profit environment being a distinct plus.
- Demonstrated understanding of governance principles and best practices of high performing boards.
- Working knowledge of legal responsibilities of non-profit boards and ability to apply legal principles to inform board discussion and decisions.
- Ability to think creatively and strategically, bringing ideas forward to the CEO and other senior leaders that add value and accelerate continuous improvement in effective governance and strategy.
- Excellent oral and written communication, listening, public speaking and executive level presentation skills.
- Ability to translate information into clear objectives and decisions for board discussion and deliberation.
- Demonstrated diplomacy and ability to offer dissenting points of view in consistently constructive and positive ways.
- Ability to generate respect and trust from staff while fostering cross functional collaboration and a strong sense of teamwork.
- Excellent organization and project management skills.
- Proven ability to manage demands and stresses of a high profile organization.
- Proficient in Microsoft Office applications and ability to learn new technological applications.
- A deep commitment to the mission of Feeding America.

COMPENSATION

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

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APPLICATION

This search is being conducted by Marian Alexander DeBerry, Director, Executive Search and Daniel Fissinger, Associate Consultant. Please direct resumes and letters of interest to:

Daniel Fissinger, Associate Consultant
Daniel.fissinger@campbellcompany.com

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.