



Driving Out Hunger, One Mile at a Time. ©

**Job Title:** Executive Director

**Reports to:** Board of Directors

**Location:** Atlanta, GA

**Salary:** \$110,000 - \$140,000 based on qualifications and experience

**Benefits:** Paid holidays, Health Insurance, PTO, and 403(b) plan option

### **Position Summary:**

The Executive Director (ED) is the chief executive of Second Helpings Atlanta (SHA) and is accountable to the Board of Directors for the overall health, impact, and sustainability of the organization. SHA rescues surplus food and redistributes it to people facing food insecurity across 10 metro Atlanta counties. The ED leads SHA's strategy, external partnerships, fundraising, and operations, and serves as the organization's primary public representative. This is a senior leadership role focused on growing SHA's impact and strengthening its position within the regional food system, not solely an internal administrative function.

### **Role and Responsibilities:**

#### **1. Strategic Leadership:**

- Owns and drives SHA's strategic direction, including working with the Board and staff to set, refine, and execute the strategic plan, and translating it into annual operating priorities with measurable goals;
- Positions SHA as a leader within the regional food system, building strategic relationships with food banks, food donors, partner agencies, funders, government, and other food rescue and anti-hunger organizations;
- Identifies and acts on opportunities to expand SHA's reach, programs, and earned revenue or partnership models (e.g., program partnerships and shared infrastructure), assessing risk and return;
- Anticipates shifts in the food system, philanthropic, and competitive landscapes (including for-profit entrants) and adapts SHA's strategy accordingly; and
- Represents SHA as its primary spokesperson and thought leader in the greater Atlanta community and beyond, raising the organization's profile and influence.

#### **2. Organizational Leadership:**

- Leads SHA to mission success including establishing and maintaining a close and effective relationship with Board members, managing all staff and establishing and stewarding strong relationships with business, non-profit, and community leaders;
- Works with Board members to engage and leverage their respective skills as well as their networks for the purpose of developing and maintaining funding sources, new directors, volunteers, and new community partnerships;

- Proactively keeps the Board informed as to progress against organizational objectives and identifies, assesses and informs the Board of both opportunities and internal and external issues and challenges that affect SHA and solicits their support, ideas and solutions;
- Partners with the Board to strengthen governance practices – supporting board recruitment, development, and committee effectiveness, and providing the information and metrics the Board needs to fulfill its oversight role;
- Determines the structure, purpose, and composition of SHA’s Advisory Council(s), building and engaging them as genuinely useful bodies aligned to the organization’s needs;
- Fosters effective teamwork with the Board, staff, and volunteers; and
- Acts as role model for staff.

3. ***Development and Fundraising:***

- Owns the overall fundraising strategy, oversees its implementation by the Development Director, and is ultimately accountable to the Board for the development program meeting SHA’s annual revenue goals;
- Provides oversight of the development team, consultants, and vendors, monitoring performance across all arms of the program (grants, individual giving, corporate, foundations, events, etc.);
- Personally manages a pipeline of major donors, building and managing relationships with key financial donors through regular, ongoing engagement;
- Decides which campaigns to launch and when, ensuring timing and approach align with SHA’s strategic and financial priorities;
- Ensures annual development plan is documented and aligned with the strategic plan to meet resource needs;
- Champions the diversification and growth of funding sources, including new corporate, foundation, and individual support; and
- Ensures internal processes, tools and systems are implemented for gift recording, donor acknowledgement, and reporting.

4. ***Programs and Facilities:***

- Provides strategic oversight of SHA’s core programs and guides their growth and evolution;
- Ensures an effective model for the food donor lifecycle: recruiting new donors, retaining and stewarding existing ones, and continuously improving rescue operations;
- Ensures a strong volunteer program across recruitment, onboarding, retention, recognition, and stewardship;
- Champions accurate and timely data and reporting across all aspects of operations, establishing the metrics, systems, and reporting cadence needed to track performance, inform decisions, and measure progress against annual goals;
- Ensures operations are regularly reviewed and refined into an efficient, scalable, cost-effective operating model, including the automated systems and tools that support it;
- Supports staff in resolving issues with partner agencies, food donors, and volunteers in ways to improve quality and outcomes; and
- Ensures a safe operating environment across all physical operations, including food safety, warehouse safety, fleet and driver safety, and ensuring that staff and volunteers are properly trained and protected.

5. ***Human Resource Planning, Office and Financial Management:***

- Oversees all staff and office management, and leads the development and implementation of organizational processes, structures, and administrative practices, consulting with or seeking approval from the Board where appropriate;
- Determines staffing requirements and employment classifications for program delivery, and oversees the vendors and systems supporting HR, payroll, and benefits, managing to the approved budget;
- Oversees implementation of HR policies, procedures and practices, maintaining a positive, collaborative, and safe environment in accordance with company policy and applicable laws;
- Ensures a culture of collaborative teamwork and individual accountability;
- Implements performance management processes for all staff, including monitoring and evaluation of staff responsibilities and assignments on a routine basis;
- Coaches and mentors staff to develop and improve performance and to accept increasing responsibilities for all aspects of SHA;
- Addresses performance issues promptly and constructively;
- Ensures secure storage of all records of SHA, including its personnel files and maintenance of privacy and confidentiality of SHA's information;
- Creates, monitors and oversees the annual budget, working collaboratively with the Board Treasurer and Finance Committee;
- Delivers operating reports, performance "dashboards" and (together with outsourced accounting function and the Treasurer) monthly financial statements, as well as other reports that may be requested by the Board from time to time;
- Manages and monitors costs so as not to exceed the budget, approving expenditures within the authority delegated by the Board;
- Ensures sound bookkeeping and accounting procedures are followed; and
- Serves as the primary point of contact for the organization's external auditors during the annual audit and preparation of the organization's 990 and other financial reports.

**Qualifications and Competencies**

In addition to an understanding of, and commitment to, the mission of SHA, a successful Executive Director candidate will have a track record of:

- Experience with non-profit leadership, management and fundraising;
- Understanding of the values and policies of SHA and demonstrated ethical behavior to ensure consistency therewith;
- Strong interpersonal, oral and written communication skills;
- Ability to lead by establishing and maintaining positive working relationships with others, both internally and externally, to achieve the goals of SHA;
- Ability to work cooperatively and foster teamwork to set goals, resolve problems and make decisions that enhance organizational effectiveness;

- A forward-looking approach to technology and innovation, including a willingness to explore and responsibly adopt artificial intelligence to improve efficiency and impact, and to build staff buy-in for using these tools in service of SHA's mission;
- Demonstrated ability to think and act strategically and to build external partnerships within a broader ecosystem;
- Proficiency in Microsoft Office Suite, Google Docs, and donor CRM platforms such as GiveSmart; and
- A track record of partnering with and strengthening nonprofit boards, engaging members, building board capacity and governance maturity, and developing future board leadership.

### **Preferred Skills**

- At least 5 years of nonprofit leadership (Executive Director or CEO) experience, including substantial depth and experience in non-profit fundraising.
- At least 5 years of managing volunteer teams.
- Bachelor's degree required; graduate degree and/or certification in Nonprofit Management or Administration, Marketing, Business or other related field preferred.

### **Application**

To apply, please submit your resume, cover letter, and any other relevant information to [HR@SecondHelpings.info](mailto:HR@SecondHelpings.info).

**Location:** Primarily in the 970 Jefferson St. NW, Atlanta, GA 30318 office. Occasional in-state travel to meetings and events.

**Schedule:** 40 hours standard weekly, typically Monday - Friday. Occasional evenings or weekend hours may be required.

As an equal-opportunity employer, SHA does not discriminate in any of its programs, policies, procedures, or employment practices because of race, color, national origin, or ancestry, citizenship status, religion or creed, sex, pregnancy, childbirth or related medical condition, gender identity, sexual orientation, disability, genetic information, veteran/military status, or age.