

**AHRA**  
**Job Description**

**Job Title :** Executive Director  
**Reports To :** Board of Directors

**SUMMARY**

Serve as Executive Director of AHRA and is charged with leadership and management of the alliance in achieving the strategic goals and mission of AHRA.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide leadership, information and guidance to the Board of Directors to ensure the achievement of AHRA objectives in fund raising, program delivery and state association management.
- Recruit, hire, manage, supervise, mentor and terminate staff as appropriate.
- Ensure the cultivation of a staff team of qualified, trained, outcome-oriented professionals and provide a work atmosphere and culture that fosters achievement of mission objectives.
- Provide leadership and guidance to staff to ensure the achievement of AHRA objectives in fund raising, program delivery and administration.
- In partnership with the Board of Directors, develop a long-term strategic plan and an annual plan of work for the organization to establish goals and objectives based on AHRA's current strategic plan. Facilitate the process by which the budget and plan of work are developed by the committee structure and staff. Direct the implementation and management of the budget and provide accountability for delivery of bottom line results
- Ensure appropriate stewardship practices of donations.
- Ensure all volunteer and staff resources are maximized in identifying and securing new sources of revenue and support for the AHRA mission.
- Ensure that staff training and performance evaluations are conducted on a regular basis and that employees are counseled on performance and career growth opportunities. Oversee thorough documentation of employee records.
- Ensure the development of targeted programs and services and maintain collaborative relationships with the food industry.

- Maintain communication with network organizations, offer guidance and direction in the development of network initiatives and participate in network collaborations as appropriate.
- Conduct market research to determine service needs for constituents and coordinate the program development activities for the organization.
- Develop an organization wide public policy plan that compliments and capitalizes on the public policy efforts of national partners such as Feeding America, Food Research and Action Center and Share Our Strength.
- Seek, secure, and manage government and foundation grants as well as annual and major gifts.
- Initiate, develop and maintain organizational relationships between AHRA and external entities that will assist the agency in accomplishing change for hungry Arkansans including but not limited to: the legislature, the Governor, Congressional delegation, state agencies, national foundations and funders, and civic and community based organizations.

#### **ADDITIONAL RESPONSIBILITIES**

- Work in partnership with the organization's Board of Directors and serve as a member of the Executive Committee and Board of Directors ex-officio without the right to vote.
- Maintain regular communication with key donors to keep them informed about the mission of AHRA, how their contributions are spent, and involve them in local events and activities as appropriate.
- Initiate and maintain contact with community and business leaders, local and state government officials, media representatives, and other key contacts in order to promote AHRA.
- Secure, manage, and report government and foundation grants
- Develop and submit grant proposals for funds from private foundations and corporations.
- Identify potential contributors to special project funds and ongoing operations.
- Inform potential contributors of special needs of AHRA and its members.
- Encourage individuals, corporations, and foundations to establish or contribute to special funds through endowments, trusts, in-kind gifts, or bequests, conferring with attorneys to establish methods of transferring funds to benefit donors and AHRA.
- Research public and private grant agencies and foundations to identify potential sources of funding for research, community service, or other projects.

- Maintain records of contributors and grants and ensure letters of appreciation are sent to contributors.
- Network with and create partnerships with community groups (churches, businesses, schools, individuals, speaking engagements and mailings).
- Implement marketing materials, based on the organization's strategies and objectives, to support events, programs and services, including web site updates.
- Develop donor recognition program.
- Organize solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.

#### SUPERVISORY RESPONSIBILITIES

This position directly supervises all paid staff of the organization and volunteers.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's degree and a minimum of seven years management experience in a hunger relief setting or comparable non-profit organization, or an equivalent combination of education and experience. Experience in fundraising, including special events, annual campaigns, foundations and grants, major gifts, planned giving, marketing, board development, strategic planning, staff management, program development, advocacy and consensus building needed.

#### OTHER QUALIFICATIONS

- Fundraising management including special events.
- Fiscal management and budget development experience.
- Proficient in the use of technology to achieve job related objectives.
- Successful public speaker.
- Experience in Public Policy and Advocacy.
- Well-developed communications, public relations, and media relations skills.
- Computer experience required with knowledge of fund raising and donor tracking software.
- Excellent oral and written communications skills required.
- Ability to work at a fast pace with a high level of accuracy and attention to detail.
- Ability to handle multiple projects simultaneously.
- Long-range planning and follow-through skills.

- Ability to work with diverse populations.
- Ability to work evenings and weekends is necessary.
- Ability to travel is required. Must provide own transportation.
- Professional presence including ability to clearly articulate the mission.
- Ability to cultivate beneficial relationships with volunteers, community and business leaders.