

**People's Grocery
Executive Director
Job Announcement & Description**

People's Grocery is a community-based organization, founded in 2003, that addresses health disparities in the community of West Oakland stemming from a lack of access to and knowledge of healthy, fresh foods. With a goal of addressing local health and nutritional needs while providing employment and training opportunities for low-income residents, People's Grocery's mission is to build a local food system that can improve the health and economy of the West Oakland community. People's Grocery develops programs in nutrition education, social enterprise, sustainable/urban agriculture and youth development

POSITION DESCRIPTION

As People's Grocery progresses towards its greatest goal - a community grocery store in West Oakland – we are preparing for the eventual transition of our founding Executive Director as he turns his full-time focus to developing the retail business and becoming a member of its management team. Central to this transition will be the hiring of a new leader aligned with the mission, vision and values of People's Grocery who is capable of leading the organization into an exciting and productive future. The new Executive Director will receive training and mentorship from the current Executive Director, as well as assistance in establishing relationships with the organization's staff, clientele, partners and funders prior to the current Executive Director's departure. The current Executive Director will then assume an interim role on staff as "Enterprise Project Specialist".

RESPONSIBILITIES & DUTIES

We are seeking an experienced, enthusiastic leader who wants to be part of a committed and talented team dedicated to advancing food justice and creating positive change for youth and families in the West Oakland community through education, youth development and urban agriculture programs. The Executive Director will work closely with the current Executive Director and the Board of Directors and management team to provide leadership to People's Grocery's organizational development, strategic goals and growth strategy, as well as manage the following responsibilities:

- Work with staff and board to develop and monitor organizational priorities and strategic direction.
- Ensure program activities are consistent with priorities and strategic direction.
- Work with development staff and board to develop and implement annual fundraising plans.
- Work with development staff to write proposals and communicate with funders.
- Work with CPA and Administrative Manager to improve and implement financial accounting and control systems; review financial reports.
- Participate in the development and management of organizational and programmatic budgets in coordination with staff and Board.
- Manage all personnel policies, compensation and benefit packages, new staffing needs, performance reviews and hiring/firing.
- Ensure compliance with and timely reporting on all People's Grocery contracts.
- Manage People's Grocery's communications and marketing activities.
- Provide direct supervision for three managers in addition to the positions mentioned above - for a total of six direct reports.
- Develop People's Grocery's strategic partnerships and provide guidance to program staff on development and utilization of partnerships.
- Produce monthly agenda and reports to the Board of Directors, participate in board committees and provide support to the Board when needed.

- Conduct public speaking and public relations on behalf of the organization as needed and/or requested.
- Represent People's Grocery's perspectives and play a role in broadening and advancing the food justice movement as a whole

QUALIFICATIONS

- Minimum of three (3) years nonprofit management and administrative experience
- Bachelor's Degree required. Additional education in areas such as finance, business administration, non-profit management, or youth development preferred.
- Experience in or deep understanding of at least one of People's Grocery's strategic areas: food justice, nutrition and health, food systems, sustainable agriculture, or social enterprise development.
- Experience working in West Oakland or a low-income community of color.
- Experience with fundraising and development (e.g., donor development, grant management, grant proposal writing, special events).
- Excellent supervision, management, and leadership skills, including knowledge of mentoring, evaluating, and inspiring staff.
- Human Resource experience including hiring/firing, appraisal and compensation.
- Minimum two (2) years experience in budgeting and fiscal operations/analysis.
- Experience with and knowledge of program evaluation, research methods, data assessment systems.
- Excellent organizational and planning skills; team player and a self starter.
- Excellent written, oral communication, networking, negotiation (conflict management and resolution), and presentation skills.
- Ability to work on advisory committees, task forces, and external coalitions, and take on effective leadership roles.
- Excellent office management and computer literacy (IT) skills (including MS Office applications, FileMaker Pro database, internet research).
- Bilingual or bicultural skills desirable, but not required.
- Ability to work well with diverse groups, sensitivity to issues of race, class, and gender within the workplace and in the community at large.

COMPENSATION

Salary level depends on experience and qualification. Compensation will include benefits (health, dental, and vision coverage) and 5 weeks paid vacation plus national holidays.

HOW TO APPLY

Please email or fax cover letter and résumé to: Carina Wong, Board Secretary, executivesearch@peoplesgrocery.org or fax to (510) 652-7602.

Please visit www.peoplesgrocery.org for information.

DEADLINE

Position open until filled.

People's Grocery is an Equal Opportunity Employer. We consider all applicants without regard to race, age, gender, sexual orientation, national origin, religion, military status, pregnancy, or disability. Women/People of color/LGBT applicants encouraged to apply.