



Executive Director
Montgomery County Food Council
Bethesda, MD



Montgomery County Food Council (MCFC) is the primary convener of businesses, nonprofits, government agencies, and residents around food system issues in Montgomery County, connecting 2,000+ partners in education, advocacy, and collaboration building initiatives. Our work cultivates a more resilient, sustainable, and equitable local food system by enhancing food access for the 100,000+ residents at risk for hunger, expanding food education for residents, supporting County farms and food/beverage businesses, and addressing the environmental impact of local food production, distribution, consumption and recycling. Learn more about the Montgomery County Food Council at www.mocofoodcouncil.org.

The Position

We seek a self-motivated, passionate, dedicated, and goal-oriented professional to lead the day-to-day management of MCFC and implementation of the plans and policies authorized by the Council Members and Board of Directors. The Executive Director provides leadership in developing programs, strategic planning, and financial and budget oversight in collaboration with the Board of Directors. This is a full-time, salaried exempt position that requires a commitment of 40 hours per week with some required evening and weekend commitments. This position is currently remote, with regular in-person engagement throughout Montgomery County and the broader region. The Executive Director will report to the MCFC Board of Directors. We intend to fill this position as soon as possible.

The MCFC staff is a team of 12 employees and multiple contractors that collaborates closely with the 25 volunteer Council Members and 400+ active community partners. MCFC strives to cultivate a collaborative, supportive, and transparent work environment where all employees have opportunities to develop and apply new skills, independently shape and implement initiatives, and build partnerships with broad and diverse community stakeholder groups.

Key Responsibilities

Visionary Leadership

- Exhibit commitment to the organization, its values, and mission
- Lead development and implementation of all aspects of the structure, function, and strategic planning of the organization, in collaboration with the Board of Directors
- Ensure the organization adopts a clear, compelling vision for what will be accomplished and how, and adapt the vision as needed to meet changing circumstances, in partnership with the Board of Directors
- Maintain a deep understanding of trends and challenges in the local food system
- Exercise creativity in positioning the organization with necessary resources and strategies to address food system challenges and opportunities

Program Direction

- Lead staff in creation of work plans annually with well thought-through plans for implementation
- Evaluate outcomes against plans (for programs, projects, and the overall organization)
- Exhibit administrative excellence, including budgeting, fundraising, and staff supervision
- Engage Food Council members and other stakeholders on improvements to the local food system

Development and Financial Management

- Oversee fundraising through the identification, pursuit, and cultivation of public and private funding and grant opportunities, including stewardship of current and potential funder relations

- Develop and oversee fundraising that targets individual donors and encourages ongoing giving
- Develop the annual operating budget for the Food Council in conjunction with the Board of Directors and, and with the assistance of professional consultants, monitor revenues and expenditures throughout the year to ensure balance and proper cash flow
- Manage and maintain financial records and reports, insurance coverage, compliance with government registrations and tax requirements

Organizational Administration

- Ensure the Food Council has the staffing it needs to reach its short- and longer-term goals, as funding allows.
- Approach the ED role as an opportunity for continuous growth and improvement, serving as a model for staff in professionalism, commitment, curiosity, and care for colleagues and community.
- Supervise the work of the Directors and Managers directly, and other staff, interns, and contractors as needed. Build commitment of staff to the vision for the organization
- Direct staff and consultant recruitment and selection processes
- Identify and engage stakeholders and other opportunities to help further the work of the Food Council, thereby developing partnerships and strategic alliances, and building the Board
- Manage Council Member and Board Member recruitment and selection processes

Community Engagement and Leadership

- Establish and foster relationships with a wide range of stakeholders, including current and prospective funders, policymakers, government agencies, businesses, and cross-sector partners
- Represent the Food Council at community events, conferences, and initiatives, provide visible participation and authentic, effective leadership within local / regional nonprofit and broader food system and community initiatives
- Serve as a resource for convening groups and their leadership to ensure their effective functioning and achievement of goals
- Facilitate communication and collaboration among Food Council members, Board members, staff, and other partners
- Actively engage in monthly Board and Executive Committee meetings, including leading the coordination and collaborating with the Board Chair on developing the agenda

Experience and Attributes

The ideal candidate will possess the following attributes:

- 8-10 years of relevant professional experience with progressive levels of responsibility
- Live, work or have a strong interest/investment in Montgomery County, Maryland.
- Demonstrated expertise in one or more local food-related issues.
- Demonstrated experience in development and/or organizational growth
- Demonstrated commitment and expertise in racial and social justice, policy, advocacy, community engagement and systems-based strategies
- Direct supervisory and team leadership experience
- Excellent verbal and written communication skills, including public speaking and presenting and facilitation
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines and multitask
- Strong analytical and problem-solving skills
- Cultural humility and ability to work effectively with a diverse community
- Proficiency in Microsoft Office Suite and Google Workspace
- Bachelor's Degree or equivalent

Preferred:

- Experience with:
 - Communications tools such as MailChimp and Canva and social media platforms (including Facebook, Twitter, Instagram, and LinkedIn)
 - Financial management tools such as QuickBooks Online, Bill.com, etc.
- Some knowledge of human resources best practices and familiarity with administration of benefits including paid leave, retirement contributions, and healthcare access
- Comfort and experience engaging with grassroots organizations and community members, elected officials, and subject matter expert
- Bilingual English and Spanish abilities

The anticipated starting annual salary range for this position is \$120,000-135,000, commensurate with experience. Benefits include generous paid time off, matching SIMPLE IRA, reimbursement of eligible healthcare expenses through an employer-funded Healthcare Reimbursement Account, a technology stipend, and paid medical leave.

Application Process

To apply, please email a cover letter and resume to MCFC@dragonflycentral.org. Cover letters should include a summary of the candidate's relevant experience and personal and professional community and food system connections, as well as a brief statement explaining what your vision would be for the food system in Montgomery County. For other questions, please email Ginna Goodenow at ginna@dragonflycentral.org.

The Food Council is committed to building equity in a food system that has, since its very beginning, established and reinforced structural racism and social injustice. We strive to create and strengthen pathways for those who have been marginalized by our food system to direct the policies and programs that will build a more equitable system. The MCFC prioritizes the expertise and leadership of people of color in facilitating systems change and building a team that reflects the diverse population of Montgomery County's communities. We actively encourage and seek applications from Black, Indigenous, and people of color and members of the gay, lesbian, bisexual, and transgender communities, and other marginalized communities. The MCFC is an equal opportunity, affirmative action employer, and is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, gender identity, disability or ethnic or national origin.

***Resume Reviews Begin Immediately
PLEASE POST & SHARE***