

Lake Cares, Inc. Food Pantry is seeking a self-driven and highly competent Executive Director to lead and influence our organization towards favorable growth, and to design and direct strategies that support and enhance our operations.

Duties for the Executive Director will include managing the organizations assets, optimizing financial operations, providing leadership to all staff, ensuring tax and business compliance, advising board of directors on organizational activates, overseeing and streamlining daily operations, and executing special business projects and events. Exceptional stewardship and strategic planning skills as an Executive Director will aid our organization in promoting our mission and objectives, maintaining positive relationships with stakeholders, achieving organization goals, and sound financial practices.

The ideal candidate must possess outstanding communication skills, strong leadership qualities, and good organizational and planning skills and create a culture of transparency and communication throughout the organization.

Executive Director Responsibilities:

- Responsible for planning, organization, and direction of the organization's daily operations and programs.
- Provides leadership to and manages the efforts of staff to ensure appropriate support of all departments.
- Responsible for the fiscal integrity of Lake Cares, Inc. Coordinates and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational, senior management and Executive Board.
- Retains a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for workers.
- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- Report to and work closely with the Board of Directors and seek their involvement in policy decisions, fundraising and to increase the visibility of the organization.
- Serve as Lake Care's primary spokesperson to the organization's constituents, the media and the general public
- Establish and maintain relationships with various organizations and utilize those relationships to enhance Lake Care's mission
- Supervise and collaborate with organization staff and review performances
- Oversee and apply for major grants with Director of Development
- Developing and reviewing marketing and other communications efforts
- Overseeing existing fundraisers, events and developing other revenues.
- Other duties as assigned by the Board of Directors

Executive Director Requirements:

- Bachelors in Business or equivalent business experience
- Highly organized
- Effective communicator
- Financial management experience
- Motivational skills

- Project management experience
- Public relations and marketing knowledge
- Exceptional interpersonal skills with volunteers and staff

Salary \$65,000 to \$95,000 based on qualifications.
Job start date September 27th, 2021.

Applications accepted May 24th to June 23rd, 2021.

Please email resume to director.lakecares@gmail.com or call 352-720-5045 for additional information.