

CHIEF EXECUTIVE OFFICER



reports to

Board of Directors

location

Pittsburgh, PA

about 412 food rescue

412 Food Rescue is a direct response to the disconnect between the fact that we waste 40% of our food while 1 in 8 goes hungry. Utilizing technology (Food Rescue Hero) and civic engagement, 412 Food Rescue collects surplus food that might otherwise be thrown away and delivers it immediately to organizations that serve those who are food insecure. 412 Food Rescue relies on our community of partners, financial supporters, and volunteers to pursue our mission of ending food waste and hunger throughout the region.

To automate the time consuming and variable coordination of food recovery, 412 Food Rescue created the Food Rescue Hero software that we license to users throughout the USA and Canada. This unique software, with mobile functionality, enables scalable impact on food waste, food insecurity and climate change.

the position

Reporting to the Board of Directors and acting as the highest-ranking employee, the Chief Executive Officer (CEO) will have overall strategic and operational responsibility for staff, product and services, financial health, sustainability, and execution of mission.

The goals of this position are to:

- Provide strategic vision, leadership and growth for staff within the direction set by the Board
- Define key performance indicators (KPIs); in conjunction with board and other stakeholders, define strategic priorities
- Create and manage annual organizational budget
- Attract, develop and lead a team of engaged employees capable of delivering an excellent experience for our partners
- Define and execute strategic growth to maximize operational impact, earned revenue and brand reputation

Metrics for success include:

- Operational metrics - tonnage, missed rescues, marketing engagement, rescue ratings, etc.
- Budget management and financial sustainability
- Donor engagement and retention
- Volunteer engagement and retention
- Employee engagement and retention
- Software success and sustainability

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key responsibilities

leadership

- Provide strategic vision and leadership for operations and technology staff in multiple locations
- Responsible for management and administration within the governance and accountability frameworks established by the Board; work with the Executive Committee to enable Board members and employees to fulfill their duties and legal responsibilities
- Manage the leadership team and cultivate a culture where employees feel safe, valued, and respected and can work effectively
- Define key performance indicators (KPIs); in conjunction with board and other stakeholders, define strategic priorities; set annual organizational and employee goals; inspire and support employees to achieve or exceed targets in support of the mission
- Ensure clear lines of accountability and responsibility across the organization in order to foster and maintain effective working relationships

diversity, equity and inclusion

- Cultivate inclusive and equitable working relationships with employees, Board, funders, partners and community members
- Support and enhance a sense of belonging and success of employees from historically marginalized populations.
- Model diversity, equity, inclusion and anti-oppression concepts and issues, especially as they apply to recruitment and performance management; actively promote an inclusive and equitable work environment.

finance and legal

- Responsible to the Board for the overall financial health of the organization
- Produce an annual budget acceptable to the Board and ensure sound financial management within that budget
- Build and maintain the financial reserves to an appropriate level set by the Board
- Ensure full and accurate reporting including the preparation of an annual report, KPIs and financial statements
- Manage all risks that could significantly impact the organization
- Ensure that the organization has the management systems and structures in place to operate effectively, accountably and safely, and that all professional standards are met

fundraising

- Lead the fundraising strategy for the organization; coordinate the work of fundraisers to ensure a sustainable portfolio of individual, corporate, foundation and earned revenue
- Act as the lead ambassador for the organization to build and maintain strong relationships with a variety of funders and oversee strategy for funder portfolio; ensure compliance with funder agreements
- Identify and cultivate fundraising opportunities with high-value donors

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responsibilities (cont.)

communication

- Develops and executes financial strategy including determining funding requirements.
- Builds predictive models in support of investment decisions.
- Communicates the strategy and progress to internal stakeholders and investors.
- Collaborates with cross-functional teams to evaluate investment opportunities and performs due diligence for potential acquisitions or partnerships.
- Develops and maintains strong relationships with external stakeholders, including private equity partners, auditors, and banking institutions.

requirements

- A minimum of 10 years of experience as a senior leader in a nonprofit or other business
- Bachelor's degree or equivalent relevant work experience required; masters degree or equivalent work experience highly desirable

skills, knowledge and abilities

- Keen nonprofit business skills including ability to create and implement a successful sustainability plan
- Experience with mobile app or software development desirable
- High emotional intelligence with a commitment to diversity, equity and inclusion; able to understand the needs and concerns of stakeholders
- Strong attention to detail with an analytical mind and superb problem-solving skills
- Strong interpersonal skills, exceptional communication (both written and spoken), supervisory, and decision-making skills; demonstrates good judgment
- Highly organized with excellent time and project management skills
- Resourceful, proactive, and intrinsically motivated with a strong sense of ownership and accountability
- Possess the following personal attributes: trustworthy, strategic, organized, results-driven, self-starter, inclusive, transparent, and collaborative
- Proven success within a highly flexible, visible, entrepreneurial culture; comfort working under tight timelines in a fast-paced environment; leading in a hybrid work environment for employees in geographically dispersed locations.

physical demands

- Must be able to lift up to 25 pounds

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work location

- Position is classified as hybrid with physical work location to encompass all of the following as directed by the supervisor: in-office, field and/or community, and work from home
- CEO will need to reside within a reasonable commuting distance to the Pittsburgh office

equal opportunity employer

412 Food Rescue is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship or protected characteristic. All duties are to be accomplished based on the ADA guidelines. ADA (American with Disabilities Act) states that the duties are to be successfully completed with or without reasonable accommodations.

contact information

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