



## **Executive Director**

***Milwaukee Food Council***  
**(October 2022)**

### **The Milwaukee Food Council**

The Milwaukee Food Council (MFC) is a 501(c)3 nonprofit organization whose mission is to support a locally-anchored food system that advances Milwaukee's social, economic, and environmental well-being through collective action. The MFC was formed in 2007, incorporated in 2014, and achieved nonprofit status in 2016. The MFC board currently relies on a small team of volunteer board directors to drive the mission and operations of the food council, alongside a Healthy Food Systems Coordinator—staffed through the University of Wisconsin-Madison Division of Extension to support collective action for social change in our food system.

### **Executive Director; Milwaukee Food Council**

MFC is currently seeking a dynamic and visionary Executive Director who is interested in enhancing our local food system. The Executive Director oversees the implementation of the mission and vision of MFC. Responsibilities include oversight of day-to-day operations, finance and fund development, and engagement with volunteers, partners, and donors. The Executive Director reports to the Board of Directors. This is a full-time position with some required evening and weekend meetings – hours and schedules to be discussed. This will be a partially remote work position. The ED will need to be able to travel in the Milwaukee area to meet with stakeholders of the program and to access resources necessary for the accomplishment of the goals of the position.

The Milwaukee Food Council strives to have a team that reflects the diverse population of Milwaukee's communities and encourages and seeks applications from Black, Indigenous, and People of Color (BIPOC) and members of the LGBTQIA+ community. The ideal candidate is adept at building and maintaining trust-based relationships, engaging stakeholders and applying an equity lens toward transforming lives and communities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.



## **Responsibilities**

### *Strategic Direction and Network Development*

- Utilize data related to the local food system to inform a strategic plan to implement the goals of the Milwaukee Food Council
- Employ principles of collective action to activate stakeholders in the execution of strategic plan
- Establish and maintain relationships with stakeholders, including public and private organizations, government agencies, community members

### *Day-to-Day Operations*

- Ensure compliance with all legal requirements as a 501c3
- Responsible for all human resources and personnel administration
- Oversees hiring, orientations, job training, and skill-building experiences of staff, volunteers, and students
- Prepares and adheres to annual budget and manages daily financial affairs
- Makes responsible financial decisions to ensure that sufficient funds are available for the continued operation of the pantries at consistent service levels
- Maintains client, employee, volunteer, and donor records and confidentiality
- Oversees creation and updating of marketing materials, mailings, and website to strengthen connections with community members, partners, volunteers, and donors
- Oversees relevant social media presence for the organization to improve exposure and name recognition

### *Financial Sustainability*

- Identify and secure fundraising opportunities for general operating and administrative support
- Work with Healthy Food Systems Coordinator to identify fundraising support for collective action initiative
- Identify and secure potential funding opportunities from private and public sources

### *Liaison to Board of Directors*

- Prepares bi-monthly progress reports and provides updates at Board of Directors (BOD), bi-monthly meetings or as needed
- Organizes and attends all BOD planning and committee meetings
- Participates in strategic planning sessions
- Identifies and communicates the acute needs of the organization to the BOD
- Assist with board operations, including recruitment as necessary



### **Desired Knowledge & Skills:**

#### *Required:*

- Affinity with the overall mission of the Milwaukee Food Council
- Treat all people with dignity and respect, regardless of their background
- Self-motivated, able to work independently, and organized
- High level of accuracy and attention to detail
- Strong professional communication and writing skills
- Willingness to learn new skills and engage with technology

#### *Strongly preferred:*

- 4-5 years of experience in nonprofit leadership
- Proficiency in Microsoft Office Suite, QuickBooks, Google Drive, and donor management software (Little Green Light)
- Multilingual communication skills
- Community engagement experience in the greater Milwaukee area
- Knowledge of food systems issues
- Non-profit management experience
- Public and private fundraising experience

#### **Position Overview:**

- Full-Time salaried position: \$65,000
- Flexible Benefits Stipend, 12 Flexible Holidays, and pro-rated PTO after 90 days

**To Apply:** Submit your resume and brief letter sharing how your passions and skills connect with MFC's Executive Director role to: [jobs@milwaukeefoodcouncil.org](mailto:jobs@milwaukeefoodcouncil.org)

#### **IMPORTANT DISCLAIMER NOTICE:**

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The Milwaukee Food Council may update and revise the job description depending on internal and external business circumstances and requirements.

*The MFC is an equal opportunity employer and is firmly committed to a policy against discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, ability, marital status, citizenship, genetic information, or any other characteristic.*

*Black, Indigenous, and People of Color (BIPOC), immigrants, women, and LGBTQIA+ candidates are strongly encouraged to apply.*

Learn more about the Milwaukee Food Council at [www.milwaukeefoodcouncil.org](http://www.milwaukeefoodcouncil.org).