



POSITION PROFILE

# Executive Director

Second Harvest Food Bank of Clark, Champaign, Logan Counties

Springfield, Ohio



## About Second Harvest Food Bank

Hunger is a reality for too many in Ohio—one in seven people and one in five children struggle to access the food they need. Here in the tri-county area of Champaign, Clark, and Logan, this means more than 30,000 individuals: children who can't fully focus in school, hardworking adults striving to support their families, and seniors on fixed incomes stretching every dollar to get by.

**Second Harvest Food Bank of Clark, Champaign, and Logan (SHFB CCL)**, located in Springfield, OH, believes hunger is solvable. For **40 years**, the organization has been a driving force in ensuring that thousands of children, families, and seniors have the nourishment they need to thrive. In 2023 alone, SHFB CCL provided more than **60,000 individuals** with nearly **5 million meals**—a testament to what's possible when a community comes together.

Operating with both heart and precision, SHFB CCL runs a highly efficient network that sources, stores, and distributes food through more than **60 partner agencies**—from food pantries and hot-meal sites to shelters and programs supporting children and seniors.

Offering multiple ways for people to access food is one of the ways SHFB CCL strives to reach as many people as possible. In this spirit, our programs are designed to meet our communities where they are:

- **To reduce barriers to access**, SHFB CCL's mobile pantry provides access to nourishing food to neighborhoods in need of additional support. Last year, this program reached 4,166 individuals.
- **To create more convenient—and dignified—experiences**, SHFB CCL offers programs such as OrderAhead, a click-and-collect grocery ordering system, and temperature-controlled food lockers that allow neighbors to pick up food when it's convenient for them. Both programs have helped to significantly increase access.
- **To help individuals achieve longer-term food security**, SHFB CCL is working alongside Feeding America to bring SNAP application assistance to our community. Nearly 15% of people who qualify for SNAP are not accessing the benefits because they are unsure how.
- **To provide nutritious foods to low-income seniors**, SHFB CCL offers the Commodity Supplemental Food Program. Each month, we provide a 40-pound box of nutritious food to over 800 seniors throughout the region.



## The Opportunity

SHFB CCL seeks a visionary, collaborative, and community-oriented leader to guide the organization's continued impact serving the communities of Champaign, Clark, and Logan counties. The incoming Executive Director will partner with a committed board and staff to operationalize a vision and strategy for continued growth.

As the leader of a staff with deep commitment to SHFB CCL's mission, the incoming Executive Director will be responsible for leading the day-to-day operations, finance, and community relations. They will develop a strategy and engage key partners, expand SHFB CCL's reach, pilot new and innovative initiatives, and implement a sustainable model for long-term growth. In addition, the incoming leader will leverage SHFB CCL's position as a leader in wrap-around services and impact serving a tri-county area. The incoming leader will bring deep management experience and a commitment to working collaboratively with a cohort of diverse staff and volunteers to serve the community.

With these significant opportunities come challenges, of which the board and staff are aware and aligned in addressing. The Springfield region is home to a demographically and politically diverse population, including many New American families. During the 2024 Presidential Campaign Season, it rose to national attention, which put many social service agencies, including SHFB CCL, under undue scrutiny. The incoming Executive Director will have the full support of the board and staff in moving forward to address the critical issue of food access in Champaign, Clark, and Logan counties.

The next Executive Director will combine their commitment to SHFB CCL's mission with their understanding of nonprofit operations, finance, strategic planning, fundraising, and management to lead the organization into its next era. The ideal candidate will bring an understanding of food bank operations and an ability to operationalize best practices. They will balance emotional intelligence with operations and will work together with the board to engage partners, advocates, and funders to generate support for the organization. The Executive Director will maintain relationships with individual and institutional donors, volunteers, agency partners, and community members and establish and cultivate new relationships with supporters that have the capacity to drive the organization's growth and continued impact forward.

## Key Position Functions

The Executive Director is the chief steward of the SHFB CCL's brand and will thrive in collaborative roles, bringing operational expertise and a dynamic, nimble, and responsive approach to understanding and addressing community needs.

The Executive Director will report to the Board of Directors and lead a team of 23 and seven direct reports including the Operations Director, Finance Director, Procurement Manager, Office and Database Manager, and Development Director. Building on the organization's strong community visibility and reputation, the new Executive Director will chart the course to expand the organization's impact.

## Strategic Vision and Leadership

- Collaborate with the board and senior leadership team to envision, lead, and implement SHFB CCL's strategic plan ensuring that operating budgets, fundraising requirements, staff resourcing and development, and organizational priorities are aligned with the core mission and with consideration of **all** stakeholders.



- Lead periodic environmental and organizational scans and needs assessments to identify challenges to, and opportunities for, the achievement of the mission.
- Seek and understand input and objectives of the community, board, staff, and other key stakeholders.
- Promote a transparent and inclusive culture and develop action plans to address, educate, and innovate equity and opportunity for **all**.
- Ensure plans and activities align with the overall strategy.

### **Internal Programs, Operations, and Staff Development**

- Provide leadership to the staff to maintain and deepen a positive, mission-centered culture with a focus on continuous improvement and staff development.
- Assess organizational capacity to implement strategies, identify gaps in systems and staffing, and develop plans for correction, contingency, and succession; anticipate factors accelerating or impacting success.
- Build and maintain a well-functioning, efficient organization through effective communications and collaboration: develop measurable goals and objectives to enable SHFB CCL to provide the highest level of operations, logistics, and services.
- Communicate vision, strategy, and goals to staff; establish expectations and provide coaching, guidance, and leadership as to direction, resource utilization, and expected results.
- Provide an organization-wide view of data and analytics; look for gaps in opportunities in metrics and assist all teams in the continuous improvement of measurement processes.

### **Fund Development and External Relations**

- Serve as the public face and official spokesperson of SHFB CCL; promote the mission and services to **all** community constituencies, prospects and donors, the general public, elected officials, government agencies, and the media.
- Cultivate relationships with current institutional and individual donors; identify and steward new food bank supporters and identify new fundraising and revenue-generating opportunities.
- Further the mission and enhance SHFB CCL's work through collaborative efforts with Feeding America, the Ohio Association of Foodbanks, network partner agencies, other food banks in the national network, other nonprofit agencies, and relevant thought leaders in adjacent spaces.
- Ensure alignment of resource development goals and agency needs.

### **Financial Management and Organizational Compliance**

- Manage and lead the fiscal health of the organization; ensure the organization's planning and budgeting process maintains a sound financial basis and supports both short-term and long-term needs and the objectives of SHFB CCL.
- Direct the preparation of the annual budget, secure board approval, and maintain operational discipline to meet the approved budget.
- Interpret financial data for board and staff, ensuring financial performance aligns with agency priorities.
- Steward and bear responsibility for the organization's overall operational, ethical, and fiduciary integrity, within the guidelines and policies set by the board, Feeding America, governmental entities, and other applicable laws and/or regulations.

- Ensure compliance with all food and occupational safety requirements.

## Board Relations

- Serve as a thought partner to the Board of Directors to ensure relevant, accurate, and timely information is provided to inform and guide the Board's strategic thinking in an ever-changing environment.
- Develop, maintain, and nurture a high-performing Board of Directors through strong governance standards and practices.
- Participate in the new Board member recruitment process and orientation.
- Evaluate and advise the board and its committees on the impact of long-range planning, introduction of new programs and strategies, and regulatory action.
- Ensure Board members of diverse viewpoints and backgrounds are engaged in the substantive work of SHFB CCL.

## Qualifications

### Competencies and Attributes for Success in the Position:

- Communicates effectively
- Builds networks
- Builds effective teams
- Instills trust
- Action oriented
- Collaborates
- Courage
- Ensures accountability
- Political savvy
- Drives vision and purpose
- Organizational savvy
- Resourcefulness
- Manages ambiguity

### Required Qualifications:

- Proven professional experience leading large, cross-functional teams.
- Financial management experience with comfort overseeing budgets of similar size and complexity to that of SHFB CCL.
- Demonstrated commitment to the mission, vision, and values of SHFB CCL.
- Demonstrated understanding of nonprofit leadership and the principles of board governance.
- Strong verbal and written communication skills, with the ability to effectively interact by phone and in person.
- Ability to perform physical activities including sitting, standing, walking, and stooping as needed to fulfill job responsibilities.
- Ability to lift and transport up to 50 lbs. unassisted, with routine lifting requirements typically under 40 lbs.

### Desired Qualifications:

- Proven understanding of food bank operations.

### Compensation

SHFB CCL is pleased to offer a competitive compensation and benefits package for this position. The target salary is \$110,000-\$115,000, commensurate with experience.

## Application Process

Benefactor Group is pleased to be assisting Second Harvest Food Bank with this executive search. Applications will be reviewed as they are received. All applications are considered highly confidential. To be considered for this position, please submit an application at this link: <https://bit.ly/SHFBccl-EDapp>.

To learn more about Second Harvest Food Bank, please visit <https://www.theshfb.org/>.

Please do not contact Second Harvest Food Bank staff or board with questions or interest in the role. All inquiries about the position should be directed to Benefactor Group.

**Benefactor Group Recruitment Team**

[HR@benefactorgroup.com](mailto:HR@benefactorgroup.com)

<http://www.benefactorgroup.com>



## About Springfield, OH

As the seat of Clark County, Springfield offers an exceptional quality of life at an affordable cost. This historic industrial city is rich in culture, recreation, and economic opportunity, making it a vibrant place to live and work.

- **A legacy of arts and culture**, including its own symphony orchestra (Springfield Symphony Orchestra), a Frank Lloyd Wright museum (the Westcott House Museum), a Smithsonian-affiliate Art Museum (the Springfield Museum of Art), and the longest-running free Arts Festival in the country.
- **Countless outdoor recreation opportunities**, such as the Little Miami Scenic Trail, the Ohio Caverns, Mad River, Buck Creek State Park, and Clifton Gorge. Springfield sits at the hub of a 330-mile paved trail network, boasts a 2,100-acre recreational lake, features whitewater kayaking runs in the downtown area, and boasts dozens of community parks and greenspaces.
- **Excellent educational opportunities across Springfield and Clark County.** The Springfield City School District includes ten recently constructed elementary schools and three recently constructed middle schools, the Keifer Alternative School, and Springfield High School. The DOME, a local high school, houses a renowned STEM school and a state-of-the-art tech and creative learning center. Springfield is also proudly home to Clark State College and Wittenberg University, a leading liberal arts institution.
- **A thriving (and growing) hub of business and industry.** Our community has attracted 7,000 new jobs to the area in the past several years. Springfield is a hub for agribusiness and food processing and companies known nationwide, including Dole, Gordon Food Service, Woeber's Mustard, and Reiter Dairy.
- **A wide range of dining options**, from bakeries to classic steakhouses, and from family-owned restaurants to local breweries and quaint wineries.

Springfield isn't just a great place to visit—it's a place to build a life, grow a career, and become part of a dynamic and welcoming community. Whether you're drawn to its affordable cost of living, thriving economy, or deep-rooted sense of culture and history, Springfield offers the perfect balance of opportunity and quality of life.

Here, you can make an impact in a city where innovation meets tradition. You can enjoy big-city amenities without big-city hassles, surrounded by stunning outdoor spaces, top-tier schools, and a community that truly cares.

With easy access to Columbus, Dayton, and Cincinnati, you'll be a drive away from world-class sports, entertainment, and major business hubs.

Springfield is more than a place to live—it's a place to belong, to lead, and to make a difference.



450 South Front Street, Columbus, OH 43215

1-614-437-3000

[info@benefactorgroup.com](mailto:info@benefactorgroup.com)

[www.benefactorgroup.com](http://www.benefactorgroup.com)



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