

# Position Announcement: Executive Director



Compensation: Salary of \$110,000 to \$120,000 with generous benefits

Location: Portland, OR (This job is based in our office, though some hours can be worked from home.)

We prefer to receive applications by **Wednesday, November 30, 2022, at 5:00 pm**, and we will start scheduling interviews soon after that. (The position will remain open until filled.)



Lead our team in providing healthy food to hungry kids in our communities!

## About Urban Gleaners

**More than 1 in 4 Oregon children lack sufficient access to healthy food.** They see a culture of abundance all around them and feel that none of it is meant for them. Their worlds are full of anxiety about one of the most basic things of life – when and what they might eat next – and this impairs their healthy development, academic performance and social engagement. **At the same time, 40% of food in America is wasted. The simplest solution is to rescue nutritious food and deliver it to people who need it the most, and that's what we do.**

Urban Gleaners (UG) has a **16-year history of feeding children** and families who are food-insecure in Multnomah and Washington Counties. **Our mission is to collect delicious, fresh food before it can go to waste and get it to food-insecure children and families.** Pure and simple. We see healthy food as a fundamental right in a just society.

We deliver over one million meals worth of food every year, at no cost to the people we serve. We are dedicated to complete accessibility, so we deliver food to where people live or go to school, and we do it without any paperwork or bureaucracy. All of our participants are low-income, half are under 14 years of age, 70% identify as people of color. **We feed 8,000 food-insecure people per week** in high-poverty communities. Each of our **37 regular delivery sites** is run in partnership with a school, housing development or nonprofit that serves a high-poverty community.

We aren't just a hunger-relief organization – we're **also a highly successful environmental agency.** By the end of this year, we will have rescued over 10 million total pounds of healthy food from being thrown away in landfills, where it would otherwise decompose and create harmful methane gas.

We are an independent 501(c)3 nonprofit with a small but dedicated staff, an amazing corps of volunteers and an annual budget of about \$900,000 (plus significant in-kind support from food donors). For more information about us, visit [urbangleaners.org](http://urbangleaners.org). Please also see this **short video** and this **TED talk** about the impact of our work.

## This Executive Director Opportunity

After 16 years of running UG, our Founder, Tracy Oseran, is retiring, and we're now seeking an innovative and creative leader who can **build on our solid fundamentals and increase our reach and our impact** on childhood hunger. Our **financial picture is strong**, our work is efficient and our revenue streams are stable. Our **program model is proven**, we have a very strong and positive reputation in the community, and we're highly responsive to community needs. **This could be your opportunity to help even more families with young children have stable access to healthy food!**

We always strive to **nourish a sense of joy** in the people we serve. This can only come with a regular supply of healthy and delicious food. We take pride in our office and warehouse being safe spaces where team members can bring their whole selves to work. We're looking for a leader who can **build on the spirit of abundance and fun that animates UG** and continue to build a place where people are excited to work, volunteer and participate as clients.

If you become our next Executive Director, you can lead our work to bring healthy and delicious food to those who need it most, all while working with amazing people. And **you'll know that your work every day will have an immediate and significant impact on peoples' lives.**

## Qualifications, Experiences and Capacities

A successful candidate for our Executive Director position will possess these **minimum qualifications**. (We're less interested in the titles you've held than what you've actually done and who you are.)

1. Has a passion for and personal alignment with our mission, and is knowledgeable about food and working with it.
2. Has demonstrated ability as a leader who can attract, develop and retain a strong team of staff and volunteers (including Board Members) and forge an inclusive and joyful culture of belonging.
3. Is a hands-on leader who is comfortable both with high-level executive work and washing dishes when necessary.
4. Has excellent communication and presentation skills and will be a wonderful ambassador for UG.
5. Has leadership skills, drive and executive presence to develop and maintain strong relationships with community partners.
6. Has experience developing and executing a strategic vision, including helping an organization navigate complex and evolving opportunities and challenges.
7. Is committed to advancing equity, anti-racism, diversity, inclusion and accessibility in work environments.
8. Has solid experience with networking and has the skills to succeed at fundraising and donor solicitation.
9. Has significant understanding of budgeting, financial management and financial reporting.

### Ideally, successful candidates will also

10. Have nonprofit leadership experience or other experience that's given them a significant understanding of how nonprofits operate.



**We are committed to having an applicant pool for this position that reflects the diversity of the people we serve**, and we highly encourage Black, Indigenous and People of Color, LGBTQ+ people, people with lived experience with food insecurity or living on a low income, and people with disabilities to apply.

We know that the best candidates for this job might come from less "traditional" backgrounds, and **if this position speaks to you, we encourage you to apply, even if you don't believe you meet every one of our described qualifications**. If you're unsure whether you meet the qualifications of this position or how this would be determined, please feel free to contact us at the email listed below to discuss your application.

## How to Apply

Please submit an application packet that includes:

- A **cover letter** explaining how you have the qualifications, experience and passion to be the next Executive Director of Urban Gleaners, and please tell us a little about what food means to you.
- A **detailed resume** that speaks to the qualifications listed above.
- The names, emails and professional affiliations of **3-4 professional references. (We won't contact your references unless you're a finalist for this position and only once we've cleared it with you.)**

Please send your materials to [executive@urbangleaners.org](mailto:executive@urbangleaners.org). Please also email us at this address to **request any accommodations** you would like made during this hiring process. **We'll keep your application confidential**, and you'll soon receive an acknowledgment email.

## Timeline

The position will remain open until filled. However, **we prefer to receive applications by 5:00 p.m. on November 30, 2022**, when we'll begin reviewing them. Interviews will begin December 15 and 16, with successive rounds of interviews on January 5-6, 2023, and in the week of January 8. We project a start date in late February.

**For more information about this position, please contact Ben Moorad at [executive@urbangleaners.org](mailto:executive@urbangleaners.org).** We'll do our best to respond promptly to all queries and to keep all applicants up to date on how the process unfolds. Thank you!



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FOOD FOR ALL