



Position Announcement:
EXECUTIVE VICE PRESIDENT, FINANCE AND OPERATIONS

Application Dates:
November 1, 2020 (open) to November 20, 2020 (close)
Resumes will be reviewed on rolling basis until position is filled.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

About the Opportunity:

In support of our evolving strategic direction and transformational shift toward feeding people experiencing hunger while also addressing the root causes and consequences of food insecurity, the Foodbank of Southeastern Virginia and the Eastern Shore is seeking a seasoned executive to fill the new position of **Executive Vice President, Finance and Operations**. The **Executive Vice President, Finance and Operations** will report to and serve as a thought partner for the President and Chief Executive Officer (CEO). Further, the **Executive Vice President, Finance and Operations** will be responsible for ensuring the Foodbank of Southeastern Virginia and the Eastern Shore maintains an efficient financial, operational and IT infrastructure to support our hunger-relief efforts serving more than 150,000 individuals each year. The **Executive Vice President, Finance and Operations** will lead a department that includes over 30 employees, two Director-level reports and one IT vendor.

Ideal candidates for this new position of **Executive Vice President, Finance and Operations** will have a proven ability to help individuals and teams achieve their full potential. They will be creative problem-solvers who thrive on identifying solutions and focusing on what’s possible, while facilitating strong collaboration and communication across an organization.

Key Areas of Responsibility:

- **Financial management:** Provide strategic thought partnership to the President and CEO on all financial matters, including future forecasting and planning. Oversee the work of the Director of Finance to ensure an effective annual budgeting process, clean annual audit, timely 990 filing and clear, concise and accurate financial reporting.
- **Operational efficiency:** Evaluate and revise internal systems, policies and procedures to promote best practices and improve operational performance. Oversee the work of the Director of Operations to ensure staff members have the proper resources and tools required for their work in supply chain management, including food sourcing, warehousing and logistics (i.e. production and transportation).

- **Information technology:** Assess the current technology infrastructure and identify opportunities for systems innovation. Oversee the work of the IT vendor to ensure the Foodbank of Southeastern Virginia and the Eastern Shore is operating with secure and efficient technology.

Work Considerations:

This is a full-time, exempt position based in Norfolk, Virginia and will require some remote work to ensure proper social distancing and adherence to safety precautions for our organization due to the COVID-19 pandemic.

Educational Achievement(s):

- Required: Bachelor's degree in business administration, logistics, supply-chain management or other related field of study.
- Preferred: Master's degree.

Experience Requirements:

- Required: 10-15 years of progressive experience with increasingly responsible positions in the public or private sector; excellent verbal and written communication skills, as well as exceptional time management skills; strong organizational skills and ability to multi-task; eagerness to promote a diverse and inclusive workplace through a keen ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities; superior ability to develop and sustain positive relationships with team members, volunteers, and other stakeholders.
- Preferred: Prior professional experience with logistics-focused organizations and/or food/beverage industry desired.

Compensation and Benefits:

A competitive salary with paid time off, matching retirement contributions, and employer-sponsored health benefits for employees and their families are just a few of the incentives that make this an exciting opportunity.

If Interested: Forward a cover letter, resume, and 5-year salary history to orfrecruiting@foodbankonline.org no later than November 20, 2020. Submissions will be reviewed on a rolling basis until the position is filled. We are unable to accept telephone calls and in-person visits or respond via email to outreach about this position.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

