



## **Exciting Opportunity –**

### **Seeking the next Chief Executive Officer/Executive Director for Fulfill**

#### *Background:*

Founded in 1984 as the FoodBank of Monmouth and Ocean Counties, Fulfill is a 501(c)(3) nonprofit organization headquartered in Neptune, New Jersey, serving both counties. Proud to be a leading force in the fight against hunger, Fulfill distributes 13 million meals annually through a network of 300 community-based pantries, soup kitchens and other feeding programs. Those food distribution sites combined serve 130,000 individuals a year, including 40,000 children.

Other services include:

- Children's feeding programs through backpack, after-school and summer food programs
- Mobile pantries
- Tax refund assistance
- SNAP enrollment assistance
- Culinary arts training program

With a staff of 50 and the help of roughly 1,400 volunteers who provide about 27,000 hours of assistance annually, Fulfill's programs are truly a community effort. The Chief Executive Officer/Executive Director will reflect and define the face of Fulfill and will be responsible for developing and managing anticipated growth opportunities. Visit [www.fulfillnj.org](http://www.fulfillnj.org) for more information.

#### *The Opportunity:*

Fulfill is seeking its next CEO/ED to carry forward its mission to alleviate hunger and build food security in Monmouth and Ocean Counties. This position reports to the Board of Trustees and has overall responsibility for Fulfill's operations and representation to its various communities. Duties include advancing the organization's mission, supervising the staff, implementing policies, managing financial resources, managing partnerships, and being the 'face' of the organization. The CEO/ED oversees the annual budget, which is currently approximately \$27 million. The organization's operating budget, which includes programs, services, operations, and administration, totals \$9 million. Additionally, Fulfill receives and distributes approximately \$18 million in food, services, and other in-kind contributions annually.

Responsibilities include:

- Partnering with a highly effective Board of Trustees and senior management team to combat food insecurity and raise awareness of improved quality of life for low/moderate income families
- Demonstrating visionary leadership in strategic thinking and planning to define future strategies for effectively addressing the contributing factors to hunger; leading the strategic planning process for the future
- Developing and working with community partners to build and sustain visionary solutions to address social determinants of health impacting food insecurity
- Identifying and securing financial resources to accomplish future goals and current commitments
- Exercising oversight for all aspects of the organization's administration and program delivery, financial stability, policy implementation, quality assurance, and infrastructure
- Articulating and being an advocate for the importance of reducing food insecurity and encouraging a multi-pronged approach that includes the Board of Trustees, staff, volunteers, member agencies, donors, policy makers, community leaders, and the general public
- Providing leadership and inspiration to the staff; building a team that works collaboratively and maintains a culture of accountability
- Identifying opportunities for creative and efficient collaborations that increase impact while reducing expenses

*The Qualified Candidate:*

Fulfill is seeking an outgoing, confident, and responsive person with exceptional communication and relationship building skills. Qualified candidates will have:

- A passion and caring for the mission and purpose of Fulfill
- Interest, ability, and a track record of success in partnering with a Board of Trustees
- Proven track record in garnering financial resources to sustain and strengthen the mission and vision of a social service organization
- Ability to inspire and motivate teams
- An 'outcomes orientation' – knowing how to effectively capture impact/outcomes data and utilize it well
- A minimum of seven years of senior management-level experience
- Professional, highly effective written, verbal, and presentation skills
- Proven strong interpersonal skills with the ability to build and maintain important relationships with partners, funders, and government entities
- Demonstrated success in operational and financial oversight, strategic planning, organizational development, and nonprofit governance
- Technology skills, especially for program evaluation and operating efficiencies
- An interest in and ability to explore and develop additional resources and relationships that enhance the organization

- Demonstrated ability in successfully creating and maintaining productive, collaborative relationships with other community organizations
- Leadership experience in addressing food insecurity is a plus
- Advanced degree preferred
- Previous experience as CEO/ED preferred

*Salary and Benefits:*

The salary range for the position is \$160,000 - \$180,000. In terms of benefits, Fulfill offers 100% paid health, dental and vision insurance for employees and up to 75% contribution toward family coverage. In addition, Fulfill offers a 401K plan with 50% employer match up to 6% contribution plus an annual discretionary 401K contribution, tuition reimbursement, EAP program, a generous PTO policy and 12 paid holidays annually.

*Application Process:*

To apply please submit your resume and cover letter to [fulfill-search@supportcenteronline.org](mailto:fulfill-search@supportcenteronline.org).

Please be sure to include a cover letter with the following information:

- Description of your interest in the position
- Evidence that your qualifications and experience match the organizations interests
- Evidence of passion for the mission
- How you learned of the position.

Only electronic submissions will be considered. All applications will be treated as confidential.

Fulfill is fully committed to diversity and inclusion. As an equal opportunity employer, Fulfill does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

This search is being facilitated by the Executive Search and Transition Management Division of Support Center. Questions may be addressed to Marie Zieger at [mzieger@supportcenteronline.org](mailto:mzieger@supportcenteronline.org)

For more information about Support Center please visit <http://www.supportcenteronline.org/>