



Position: Executive Director of the Hollywood Food Coalition

The Hollywood Food Coalition (HoFoCo) is seeking a passionate, mission-driven Executive Director to raise the organization's visibility, develop its vision, deepen its impact and shepherd the organization through its next phase of growth.

About Us

The Hollywood Food Coalition (501(c)(3) nonprofit organization) was founded in 1987, with an initial mission to serve the homeless and the hungry a simple and nutritious daily meal. HoFoCo has grown to become a highly regarded, community based service provider to unhoused and very low income housed individuals.

Our Four Pillars:

Our Community Dinner Program functions seven nights a week, 365 days a year. We have served a meal every night without fail since our founding over thirty years ago using only rescued food.

Our Community Wellness Program facilitates access to other critical services including medical care through our mobile clinic partnership with UCLA. and housing assistance through other community collaborators. In addition, we provide material assistance to people in the form of clothing, backpacks, shoes, laundry vouchers, sleeping bags, hygiene kits, and other basic necessities.

The Community Exchange, our food rescue and distribution facility, was created in 2020. Over the course of the last two years, HoFoCo's food rescue operation has swelled in size and significance: we now rescue over a million pounds of food a year, which we use for our Community Dinner and share with as many as 70 sister agencies.

Community Building, our fourth pillar, was formally birthed in 2020 as well. Our Community Building program aims to commit organizational resources and energy to cooperative ventures with other community nonprofits with an eye towards resource sharing and joint capacity building.



Our Vision, Mission and Values

Over the last 4 years, we have expanded our vision and mission:

Our vision is a city where everyone has food, community, and support

Our mission is to feed and serve the immediate needs of the hungry every night of the year so they can build better lives.

Our values are centered around providing individualized and personal services.

- We work to be responsive to the needs of the people we serve
- We work to provide consistent and dependable service in all that we do
- We recognize, respect and offer individual choices to the best of our abilities
- We strive to build a broad-based, inclusive and engaged community aimed at fulfilling our vision of creating resilient communities within Los Angeles.

The Opportunity

HoFoCo has seen significant growth over the past 4 years and will continue to expand its programs over the next 5 years. With the retirement of the current Executive Director, the next Executive Director will join an established and reputable organization with effective programs, strong community partnerships and staff and board members who are committed to the mission and culture of the organization. The next Executive Director will have the opportunity to capitalize on these strengths to increase HoFoCo's growth and impact.

HoFoCo currently has 10 full-time employees, 9 part-time employees and a 19 member board of directors.

Essential Duties and Responsibilities

The Executive Director is the Chief Executive Officer of the Hollywood Food Coalition and reports to its Executive Committee and Board of Directors. The Executive Director is responsible for the planning, organization and direction of the strategic, programmatic, financial and management operations of HoFoCo. The Executive Director leads a growing team of staff, volunteers and community partners.



The Executive Director will build upon HoFoCo's accomplishments to date and will be required to think strategically and act tactically, motivate and inspire action, adapt and embrace change, and build bridges with key influencers within the large community of service providers, funders, and government entities that assist us in our work.

Areas of responsibilities include:

Leadership

- Provide leadership and manage staff efforts to ensure support in their ongoing work.
- Maintain and grow a strong professional team, making sure to cultivate the workforce by recruiting, retaining and developing a diverse, highly qualified staff.
- Foster an inclusive, trusting compassionate organizational culture for staff, volunteers and clients
- Motivate team members by ensuring adequate supervision and advancement opportunities

Management

- Provide direct supervision and support to a growing executive team.
- Build the executive team to work together and share responsibility for HoFoCo's goals and outcomes
- The Executive Team meets regularly, has strong communication, shared decision making and shared responsibility for HoFoCo's effectiveness.
- With the absence of a HR staff, works closely with program managers to manage employee relations issues and decision making

Strategic Planning

- In consultation with the board, provides leadership in implementing and updating HoFoCo's strategic plan and long term goals.
- Works with staff and board to implement the strategic plan and refine priorities as needed.
- Oversees and reports on the progress toward goals.



Resource Development

- Work with development staff and board to raise funds by strengthening relationships, cultivating new donors and expanding opportunities for earned income.
- Ensure accurate and timely analysis of fundraising activities and results, variances and performing trends.
- Ensure that services and funding relationships are robust enough to meet or exceed strategic goals

Board Governance:

- Work closely and collaboratively with the Board, utilizing the knowledge, skills and experience of members to fulfill HoFoCo's mission.
- Facilitate board members' connection to programs and staff.
- Serve as primary point of contact with the board

Operations and Finance

- Work with staff, board operations and finance teams to ensure professional and conservative financial controls and reporting systems are in place to support ongoing business operations and the annual audit
- Oversee human resources, building management and legal matters.

Marketing and Public Relations

- Serve as HoFoCo's spokesperson and public face, represent HoFoCo and promote its mission at local, state and national events
- Develop opportunities to expand HoFoCo's public profile and build a stronger public relations network with media.

Program Development and Evaluation

- Work with the Executive Team and board to ensure program goals are aligned with HoFoCo's strategic goals.
- Ensure the metrics are developed that evaluate the impact of programs and collaborative partnerships and inform program development.



Technology

- Provide leadership in maintaining up to date technological capacity for staff and board, including ensuring efficient internal and external communication systems and automation of record keeping and reporting.

Preferred Qualifications

The successful candidate will be an innovative visionary and compassionate, nurturing, inclusive team leader who is able to work with a diverse, highly motivated staff, board and external partners, and who is a passionate champion for HoFoCo's work. Candidates currently based in Los Angeles strongly preferred. This is not a remote position.

The ideal candidate will possess the following:

- Demonstrated leadership and management skills and abilities with team building and creating trusting relationships with a variety of stakeholders.
- Have skill and experience in diversified fundraising and major donor development.
- Strong public speaker with excellent writing skills to effectively communicate the organization's mission, vision and accomplishments to donors, clients, partners, volunteers, board members, and the general community. Must also be an effective listener.
- Demonstrated knowledge and skill in financial management of a multifaceted non-profit organization, to include public and private funding sources. History of successfully generating new revenue streams and improving financial results.
- Experience working cooperatively and collaboratively with a wide variety of external partners.
- Familiarity with technology to lead the organization toward implementation of improved services, administration, communication, fundraising capacity and measurement of strategic planning and program impacts
- Minimum of 3-5 years of senior management experience in a non-profit organization using creative problem solving.

Desired Qualifications:



- Familiarity with human service organizations and how they function in Los Angeles
- Experience with measuring and evaluating program effectiveness.
- Bilingual with Spanish - speaking, reading, writing - is a plus

Salary Range/Benefit Package

- Salary range: \$90-110k, with add'l flexibility based on candidate qualifications
- Medical, Dental, and Vision Coverage
- Paid Time Off
- 401K retirement plan

COVID-19 Considerations

We are a social service provider, and as such do not have the capacity to ask our staff to work from home. There are currently two work locations, a busy kitchen and a warehouse facility that is quite proximate. We expect an Executive Director to become very familiar, integrated with and present at operations 'on the ground'.

Many ED duties including Board meetings and Donor meetings are currently conducted remotely.

Application Procedures

Interested applicants please:

Email **both your résumé and a cover letter that describes how your qualifications and experience match the needs and mission of HoFoCo along with salary expectations** to careers@hofoco.org. Please use "HoFoCo Executive Director Search" in the subject line. No phone calls please; we will contact qualified candidates to set up interviews. Position will remain open until the position is filled and may close without advance notice.

To learn more about the Hollywood Food Coalition, find us on the web at www.hofoco.org.

HoFoCo is an Equal Opportunity Employer and actively seeks a diverse pool of candidates. HoFoCo will consider all qualified candidates, including those with criminal histories, in a manner consistent with the requirements of applicable federal, state, and local laws.