

## EXECUTIVE SEARCH

# Executive Director for the Partnership for Food Safety Education

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### ABOUT US

For nearly twenty-five years, the non-profit Partnership for Food Safety Education (Partnership/PFSE) has developed and promoted effective education programs to help reduce foodborne illness risk for consumers. The Partnership was conceived to bring together the necessary resources in a public – private forum to create, launch and maintain a broad food safety educational effort. The Partnership conducts this work in partnership with businesses, governments, associations, and academic leaders.

The Partnership provides free, science-based resources to a network of 13,000 US-based health and food safety educators. These individuals work in cooperative extension, local and state government, K-12 education, and nonprofits like food banks doing the essential grassroots work of educating people in their communities about reducing the risk of foodborne illness through safe food handling at home. As of 2021, PFSE has more than 40 organizational partners who collaborate to improve food safety education throughout the United States.

### EXECUTIVE DIRECTOR RESPONSIBILITIES

The Executive Director of the Partnership for Food Safety Education is responsible for overseeing the administrative, programmatic, and strategic direction of this 25-year old public-private collaborative organization. The Executive Director reports to the Board of Directors.

### MANAGEMENT AND ADMINISTRATION

The Executive Director develops organizational goals and objectives consistent with the mission and the vision of the Partnership for Food Safety Education, and oversees all programs, services, and activities of the organization. The Executive Director is responsible for

- Developing collaborative relationships with government agencies, private sector stakeholders including individual companies and trade associations
- Visionary leadership that results in an active and measurable annual planning process
- Developing and administering operational policies
- Facilitating organizational fundraising
- Ensuring compliance with funding sources and regulatory requirements
- Regularly providing key performance indicators related to PFSE's activities to key stakeholders
- Developing resources sufficient to ensure the financial health of the organization
- Hiring, training, and retaining a competent and qualified staff
- Providing adequate supervision and evaluation of both staff and volunteers
- Ensuring technological resources are used efficiently and securely
- Initiating, reviewing, and approving contracts for services
- Approving and signing all notes, agreements, and other instruments made and entered into and on behalf of the organization, and
- Serving as a steward of the PFSE and Fight BAC!® brands.

### FISCAL RESPONSIBILITIES

The Executive Director oversees the fiscal integrity of the organization and manages resources in such a way as to ensure the organization's financial health. Fiscal duties include:

- Developing, recommending, and monitoring annual and quarterly budgets along with other financial planning needs of the organization
- Ensuring a fiducially responsible audit trail
- Approving expenditures
- Providing for proper fiscal record-keeping and reporting
- Providing financial reports and statements to the Board of Directors
- Preparing and submitting grant applications and funding proposals, and
- Ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.

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### BOARD GOVERNANCE

The Executive Director works closely with the Board of Directors to seek their productive involvement in executing strategy, fundraising and in increasing the visibility of the Partnership. The Executive Director is responsible for leading the Partnership for Food Safety Education in a manner that supports and guides the organization's mission as defined by the Board of Directors. The Executive Director is responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

### PROGRAMMING

The Executive Director has strategic and operational responsibility for all programming of the organization. This includes a bi-annual conference, virtual events, webinars, in-person meetings, and other outreach campaigns. This leader is involved in the development, implementation, and evaluations of PFSE programs. This leader actively pursues opportunities to highlight programs and initiatives. The Executive Director initiates programmatic collaborations with outside organizations and government entities where they align with the strategic goals of PFSE. Serving as a visionary leader, the Executive Director envisions programmatic possibilities inherent in strategic imperatives and initiates programming that will advance the organization's mission and vision.

### COMMUNICATIONS AND MARKETING

The Executive Director is a champion for the health and food safety educators served by the PFSE and utilizes data insights and analytics to deliver quality resources and experiences. This leader must be a dynamic speaker with the ability to develop robust marketing campaigns to help the organization compete in the space of consumer education and outreach. The Executive Director enhances the image of the Partnership by being active, engaging, and providing leadership presence with corporate Partners, federal liaisons, and other professional and private organizations. The Executive Director serves as the organization's primary spokesperson before the organization's stakeholders, constituents, the media, and the general public. Whenever possible, the Executive Director establishes and maintains relationships with various organizations and utilizes these relationships to strategically enhance PFSE's Mission.

### REQUIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Food Science or Marketing
- Strong leadership presence with a high degree of integrity
- Experience and tact in working with a Board of Directors
- Strategic planning and long-range business planning capabilities
- Strong financial management skills with the ability to make the right decisions for stakeholders
- Superior written and oral communication abilities, including public speaking, to effectively convey the organization's messaging with a broad audience of educators and consumers
- The ability to effectively leverage technology and a wide array of social media platforms
- Executive management aptitudes to develop and grow the organization's staff
- A history of successfully generation of new revenue streams and improving financial results
- Active fundraising experience with excellent donor relations skills
- Previous success in establishing relationships with individuals and organizations of influence
- Organizational abilities, including planning, delegating, programing task facilitation, and
- Strong work ethic with a high degree of energy, and
- The ability to travel, as necessary, to represent the needs of the organization.

### PREFERRED QUALIFICATIONS

- Master of Business Administration and/or Master of Public Health, and
- Five or more years' experience managing and growing an association, nonprofit, small business, or other entity.

### WHO TO CONTACT?

Executive Director Search Committee | [executivesearch@fightbac.org](mailto:executivesearch@fightbac.org)