

HopeNet – Executive Director
760 South Westmoreland Avenue Los Angeles, CA 90005

Position: Executive Director

Organization: HopeNet 501(c)(3)

Location: Remote/Hybrid

Salary: \$75,000 (non-negotiable)

About HopeNet:

In 1988, a collaboration of four Los Angeles area faith-based organizations wanted to address the rising number of Angelenos facing hunger. In response, they founded an independent 501(c)(3) to create and manage a network of food pantries in Los Angeles: HopeNet.

Headquartered out of First Baptist Church on Westmoreland, HopeNet began a pantry in Korea Town. It purchased and distributed its own food to those in its surrounding community. HopeNet distributed nominal amounts of food.

To expand its efforts and utilize already existing resources, HopeNet began partnering with faith-based congregations that had established distribution sites, volunteers, and communities. It also started working with the Los Angeles Regional Food Bank (LARFB) as its main food source.

This allowed HopeNet to shift its focus from creating and maintaining distribution sites, to solely sourcing and providing food. Tapping into communities where food insecurity was identified. The LARFB created consistency in sourcing and operational costs.

This system enabled HopeNet to put mass amounts of food out into the community using the least amount of funds. Pantries were able to focus their efforts on distribution, and those facing food insecurity were able to easily acquire food that was free, healthy, and accessible. Each pantry has its own schedule and offers related services as it can do.

Today, HopeNet has a network of 12 pantries that span 20+ miles in the Metro Los Angeles Area and beyond. Its partners are faith-based congregations (of many faiths) and non-profit organizations. **HopeNet secures and provides food and resources for all the pantries within its network at no cost to the pantries.** That food is then distributed through HopeNet pantries, for free, to anyone that wants or needs it. HopeNet is an independent organization with no religious affiliation.

In 2021, HopeNet distributed 4.1 million pounds of food and served +261,000 unduplicated persons. It has an annual budget of \$250,000.

Position:

The Executive Director (ED) is the sole employee of HopeNet; they report to the board. The ED supports the team of volunteer coordinators who manage the 12 independent food distribution sites by ensuring that sites have the food they need to meet distribution needs.

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The ED also works with LARFB and other food source organizations to secure food and funds to meet the demand as determined by the food pantries within the Hope Network. Liaising the relationship between pantries and LARFB (and other food providers).

The ED is highly organized and self-motivated. They are solely responsible for the organization.

Duties:

Finance and Fundraising

- Solely responsible for fiscal management and integrity at HopeNet. Fundraise and develop revenue streams necessary to support HopeNet's programs and mission.
- Fundraise to maintain HopeNet's 250K annual budget. The goal is to raise 350K
- Maintain meticulous records. Submit annual reports to secure 40K federal grant
- Write and secure 150K annually in grants from a diverse portfolio of funders
- Create and disperse creative and engaging Annual Campaigns on time. Raise 20K
- Cultivate relationships with existing donors. Raise 15K in individual donations
- Implement strategies to increase individual donations. Identify, cultivate, and solicit
- Organize Taste of Larchmont Committee in hosting HopeNet's only event fundraiser. Raise 50K at event through sponsors and individual donors. Raise 75K in in-kind items of donated food/participating partners. Oversee planning and implementation of events.
- Maximize resource utilization and maintain a positive financial position.
- Develop, manage, and create the annual operating budget for HopeNet with oversight by the bookkeeper and Board Committee. Generate monthly reports
- Display a high level of fiscal competence through accurate budget forecasting and variance reporting.
- Ensure that all funder guidelines are followed
- Oversees the diversification of revenue streams and increases in unrestricted funds.
- Continually look for ways to incorporate more efficient operating practices.
- Work with auditors to review and complete annual audit. Provide documents and sign
- Build a donor list. Secure 50 new donors in first year with complete contact information

Administration

- Maintains employment and administrative policies and procedures for all functions and the day-to-day operation of HopeNet, ensuring compliance with all regulatory and legal requirements.
- Maintain and ensure impeccable records of the CRM and program tracking databases
- Quickly learns program database. Regularly inputs program. Generate monthly reports

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- Ensures a culture of exceptional service by engaging in collaborative, timely, and efficient responses to stakeholders' questions and feedback
- Administers office procedures and self-employee evaluations
- Maintains employee files and records as required by law
- Ensures that all state, federal, and local corporate documents are filed as required for the food pantry program and housing program
- Maintains appropriate insurance coverage for HopeNet
- Manage all administrative responsibilities for the organization
- Pick up and respond to mail promptly. Schedule and execute mail deliveries
- Respond to and manage all emails and phone calls. Keeps agency cell phone on them during office hours and responds to all incoming inquiries.
- Maintain and log the use of office supplies
- Sign and maintain contracts (insurance, legal, city, state, federal)
- Responsible for self-supervision and training
- Oversees HopeNet's existing programs and the development of new programs.
- Act as HR for the organization

Technical Support

- HopeNet uses Microsoft Office, GSuite, CauseVox, Canva, Wix, and PayPal. Experience in these programs or their equivalent is required. A proficient to advanced knowledge of GSuite is preferred
- Troubleshoot and self-resolve all technical issues for the agency website, cell phone, computer, and office hardware
- Create content and regularly post to social media including monthly updates to website
- Design and upload marketing materials for appeals, letters, communications, the website, and social media using Canva.
- HopeNet does not have tech support on staff. The ED will have to resolve all tech issues
- Operate portable sales system to process donations in person
- Create an email account for the new role

Partnerships and Community Development

- Strengthen and maintain partnerships with pantries and food sources to support strategic plan and mission; work with pantry partners to develop shared plans and messaging
- Develops and maintains relationships with corporate sponsors, preferred vendors, and HopeNet stakeholders
- Deepen and establish new relationships with the community, elected officials, political partners, funders (both locally and nationally, and reporters)
- Be an external presence that leverages HopeNet initiatives and approach

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- Identify and engage with leaders and groups within the food insecurity community to tell the HopeNet story and discern optimal partners
- Collaborate with the Board to fully engage community leaders, corporations, and vols
- Serves as the public face and foremost representative of HopeNet
- Deepens and refines all aspects of communications—from web presence to external relations to create a stronger HopeNet brand
- Oversees maintenance of the HopeNet website content. Designs and uploads content
- Work with pantries to collect and highlight community member stories and data
- As a food insecurity advocate, maintains a thorough understanding of current issues

Programs

- Routinely evaluate pantry and housing program
- Respond to pantry and community needs as they arise
- Organize monthly pantry meetings with all 12 pantries in attendance. Share resources
- Be available to all 12 pantries via phone, in-person, and email
- Perform site visits at 12 pantries in prep for inspections by LARFB, LAFD, and LAHD.
- Manage purchases and invoices for all food orders from 12 food pantries
- Maintain and track food budget for each pantry. Report monthly usage to all pantries
- Secure more food sources and resources for pantries
- Liaison for pantries and LARFB
- Work directly with pantries to implement and maintain quality programs.
- Collect program data from pantries for marketing and grants
- Oversee property management for the housing program
- Sign and stay up to date on legal documents to maintain the housing program
- Develop a strong relationship with LARFB and their programs

Board Development

- Engage active participation by board members
- Provided Board with the information and support necessary to fulfill their objectives
- Identify, recruit, and secure new qualified board members who reflect HopeNet's mission, community, and values
- Engages and communicates regularly with the Board to keep them apprised of progress toward established goals
- Plans, hosts, and attends every bi-monthly (every two months) Board meeting. Creates agendas with Board Finance Director and bookkeeper.
- Researches, proposes, and implements changes to policies, by-laws, and programs
- Serve as Executive and principal staff person to the Board.
- Identify and engage key influential leaders as Board Members and help them to embrace the mission.

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Core Competencies:

- **Professional experience.** You have at least (5) five years of professional experience in nonprofit leadership. You also have a proven track record in sole management.
- **Stakeholder experience.** Excellent interpersonal skills and an ability to establish and maintain effective working relationships with a wide variety of stakeholders, including the Board, pantry partners volunteers, donors, and community groups, and be a fixture in the community who is inspirational and a proactive connector.
- **Ability to fundraise and generate significant results.** You are data-driven in your decision-making and use it to successfully secure various funding types.
- **Mission alignment.** You have enthusiasm and familiarity with HopeNet’s mission.
- **A relationship builder.** You are genuinely curious about new people and possess strong listening skills. You like learning what motivates people, what inspires their generosity, and what makes them feel appreciated. You can initiate, organize, and manage projects, and interfaces successfully with colleagues collaboratively.
- **Exceptional in communicating verbally and in writing.** Demonstrated ability to write and edit persuasive materials including successful appeals, proposals, stewardship materials, and other collateral. You have excellent presentation and negotiation skills.
- **Organized.** You can manage across multiple work streams and functions, keeping deadlines and managing complexity by simplifying solutions, systems, and processes with clarity and attention to detail. You can efficiently initiate and complete multiple tasks on time.
- **Adaptable and Flexible.** You expect and can respond to arising issues. You can meet deadlines and manage competing priorities. Additionally, you are strategic and can pivot quickly as priorities shift and the team continues to take shape.
- **Travel.** You can and are willing to travel to pantries and locally as needed.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS:

The Executive Director must believe in and be a passionate advocate for HopeNet’s mission and values. A competitive applicant will possess a deep commitment and understanding of current food insecurity cycles and housing issues. Applicants should have prior experience working within a highly structured environment and bring a business approach to HopeNet. The candidate will understand that they are the only employee of HopeNet.

- Have earned a bachelor’s degree and equivalent knowledge and experience
- Senior management experience with teams consisting of 15+ collaborators
- Have strong organization abilities and a commitment to follow-up and complete projects
- Be self-motivated and have a demonstrated track record in leading fundraising efforts
- Proven leadership in advocacy, organizing, and movement building

- Experience managing budgets and finances and is data-driven
- Must be extremely literate in computer and tech. GSuite, Microsoft Office, CRM, SM

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- Motivating the Board and the broader community
- Be able to work collaboratively
- Be dedicated to serving our neighbors in need
- Experience promoting a mission-driven organization via social media platforms and website management preferred.
- Examples of a strong board of director development, recruitment, and engagement.
- Preferred experience working with 5013c
- A strong understanding and demonstrated commitment to equity, inclusion, and belonging
- Experience with, and preference for, working in a multiracial environment with people of all abilities and backgrounds
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

Benefits

- Health Insurance
- National Holidays off (follow the schedule of LARFB)
- Sick days
- 2.5 weeks of paid vacation
- Work from home. Travel to pantries/sites as needed and office for mail once a week
- Reimbursed mileage

Apply

If interested, please send your resume and cover letter to brandy@hopenetla.org