



Stone Soup Corvallis, Inc. Executive Director

Do work that matters! Make a difference every day for our community.

Stone Soup Corvallis, Inc. Executive Director Position

About [Stone Soup Corvallis, Inc. \(SSCI\)](#)

Vision: Our vision is a community where no one experiences hunger or food insecurity.

Mission: Stone Soup Corvallis provides free, hot, nutritious meals 365 days a year, no questions asked, in a manner that honors the dignity of each person we serve in our diverse community. We rely on generous volunteers, donors, faith and community groups, and partner agencies to provide essential resources.

Stone Soup Corvallis, Inc. (SSCI) is a non-profit, volunteer organization in Corvallis, Oregon providing one full, hot meal each day to any person in need. Stone Soup served more than 42,000 meals in 2021 and more than 36,000 meals in 2020. Stone Soup leverages hundreds of volunteers and thousands of volunteer hours to provide this service for our community. In 2020, Stone Soup hired its first paid employee, a part time Food Service Manager. Feeding community members would not be possible without the continued support of our three host churches, St. Mary's Catholic Church, First Christian Church, and First Congregational United Church of Christ, who provide free kitchen and dining facilities, including utilities, at no charge. [Learn more about Stone Soup and our history on our website.](#)

The Executive Director will work on the following strategic goals and direction:

- Continue providing hot, free meals 365 days a year to people in the community
- Establish a unified kitchen and dining room for daily Stone Soup meals
- Diversify and increase revenue sources, achieve greater sustainability of funding sources through grants and donations
- Respond to food insecurity crises, like the pandemic
- Advance equity, diversity, and inclusion efforts of SSCI
 - Offer some culturally relevant meals for SSCI guests based on cultural and religious identities (e.g. Kosher, Halal, etc.)

Position Duties

35% Strategic Leadership

- Collaborate with the Board in developing a strategic plan to guide the organization
- Implement and execute actions in pursuit of the strategic goals of SSCI
- Advance equity, diversity, and inclusion efforts of SSCI through integration into policies, practices, behaviors, and overall organizational culture
- Provide support to the Board by preparing meeting agendas and supporting materials
- Represent, advocate, and promote SSCI in the community: the press, the public, hosts, service provider partners, City Council, etc. to strengthen awareness, publicity, and appreciation of SSCI

- Act as spokesperson for the organization; prepare publicity and notices for program changes
- Collaborate and network with other agencies (Unity Shelter, Linn Benton Food Share, Corvallis Daytime Drop-in Center, Corvallis Housing First, Community Outreach, Inc., etc) to support SSCI goals and enhance food security service offerings to the greater community
- Support creation of annual report for dissemination to SSCI stakeholders to communicate the value and impact of SSCI programs and services

40% Program Management

- Supervise and manage the Food Services Manager and volunteers utilizing a relational, supportive approach
- Ensure that guests and visitors feel welcomed and respected when utilizing SSCI services and programs
- Maintain and foster relationships with meal-site hosts; negotiate, for Board approval, leases that allow SSCI to provide free meals 365 days a year
- Administer consistent SSCI volunteer training and policies on food safety and civil rights, ensure volunteer accountability with SSCI policies and expectations
- Foster effective, positive communication, teamwork, and collaboration among the SSCI volunteers and staff
- Identify and evaluate risks, implement measures to mitigate and limit risks and liabilities and promote safety and wellbeing for staff, volunteers, and guests of SSCI
- Ensure that the Board and organization carries appropriate and adequate liability and officer insurance coverage

10% Financial Management

- Ensure the financial health of the organization
- Develop and manage annual budget for SSCI
- Manage organization's credit cards and bank accounts
- Collaborate with SSCI accountant to provide Board with current revenue and expenditure reports

15% Development: Fundraising and Grant Writing

- Work with the board to ensure fundraising supports organizational operations.
- Lead fundraising efforts to secure diverse and sustainable revenue and funding streams for SSCI
- Foster and maintain good relationships with foundations, local faith communities, and individual donors
- Lead in grant writing and explore new grant sources

Minimum/Required Qualifications

- Bachelor's degree or equivalent continuing education or professional development OR or relevant experience
- Demonstrated ability to develop working relationships, partnerships, and collaborations with diverse communities and stakeholders
- Demonstrated commitment to advancing diversity, equity and inclusion in professional or community settings

- Demonstrated effective verbal and written communication skills
- Demonstrated ability to work independently with initiative
- Experience managing budgets; basic accounting knowledge
- Demonstrated ability to utilize critical thinking and problem-solving skills to make complex and collaborative decisions

Preferred Qualifications

- Experience in program, operations, and personnel management in nonprofit, government, or other community setting
- Demonstrated supervision experience
- Experience with grant writing and fundraising
- Experience developing and/or managing risk management and operational policies, practices, and procedures
- Competency with basic computer skills and programs and demonstrated willingness to learn new technological tools (e.g. Microsoft Teams, Google Workspace, etc.)

Working Conditions, Salary, and Benefits

Because SSCI has four meal sites and no office space, the Executive Director (ED) will work from home yet will need to be based in the Corvallis, Oregon area and have a car or access to transportation.

This position is expected to be 0.75 FTE (1,560 hours per year and average 30 hours per week) with an anticipated salary range of \$42,120 to \$45,240 depending on experience (DOE). This position will have a flexible schedule, yet some evening and weekend work will be required. The ED will be eligible to receive a stipend for health care and paid sick leave and vacation time.

Apply

To apply please submit a resume, a cover letter demonstrating how you meet the required qualifications, and the names and contact details of three professional references to saraingle@comcast.net. **For full consideration, please apply by the priority deadline Wednesday, August 17, 2022. Applications will be accepted until the position is filled.**

Stone Soup Corvallis is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

Statement adapted from [DevNW](#).