



POSITION DESCRIPTION

Position Title:	Executive Director	Location:	Hillsborough, NC
Reports To:	Board of Directors	Status:	Full-time
		Classification:	Exempt
Salary:	Starting at \$75k	Benefits:	Benefits package provided
Apply:	Send cover letter and résumé to info@pfapnc.org		

The Executive Director will oversee the management and operations of a regional shared-use commercial kitchen. This role includes working with the Board of Directors to set the strategic priorities of the organization, developing programs, managing staff, overseeing kitchen operations, client support and education, facility maintenance, food safety compliance, and other administrative duties as are necessary.

Essential Functions/Responsibilities

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. List of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

Leadership & Strategy:

- Provide overall leadership, vision, and strategic direction for the organization.
- Develop and implement strategic and business plans in collaboration with the board.
- Serve as the primary spokesperson and advocate for the organization.
- Foster a positive and inclusive organizational culture.
- Build and maintain strong community relationships and partnerships.
- Identify and pursue opportunities for growth and collaboration.

Board Relations:

- Partner effectively with the Board of Directors on governance and strategic direction.
- Maintain open communication and provide regular updates to the Board.
- Support Board engagement in strategic planning efforts.

External Partnerships:

- Collaborate with regulatory agencies to ensure compliance.

- Establish and cultivate partnerships with diverse stakeholders to enhance resources and impact.
- Engage with community and industry partners to support the organization's mission.

Financial & Administrative Oversight:

- Ensure sound financial management, internal controls, and transparent operations.
- Develop and manage the annual budget.
- Oversee financial tracking, analysis, and reporting.
- Supervise staff and manage hiring processes.
- Manage contractual obligations and reporting requirements.

Operational Management & Compliance:

- Oversee daily operations and ensure efficiency.
- Establish and enforce compliance protocols (e.g., food safety).
- Manage facility upkeep and equipment maintenance.
- Implement and maintain systems for operational data tracking.

Marketing & User Engagement:

- Promote the organization to potential clients and stakeholders.
- Support client recruitment and onboarding.
- Represent the organization at relevant events.

User Support & Training:

- Develop and oversee client support programs and technical assistance.
- Establish clear communication channels with clients.
- Enforce safety protocols and proper equipment usage.
- Connect clients with relevant resources and opportunities

Non-Essential Functions

- Other Duties as assigned

Qualifications/Requirements

A. Education

- College degree preferred. Will consider associates degree with appropriate experience.

B. Experience

- 3+ years of management experience, preferably at a nonprofit or community-based organization.
- 3+ years of experience working in a commercial/shared kitchen, food product facility, or in supporting food businesses.
- 3+ years of experience working in an entrepreneurial setting

B. Knowledge, Skills, and Attributes

- **Leadership & Communication:** Proven ability to lead teams, communicate effectively (both written and verbal), and build strong relationships with diverse stakeholders.
- **Strategic Planning & Execution:** Strong organizational skills, attention to detail, and the capacity to manage multiple projects in a fast-paced environment.
- **Fundraising & Grant Writing:** Experience securing funding through grant writing and other development activities.
- **Problem-Solving & Analytical Skills:** Ability to analyze complex issues, develop effective solutions, and improve organizational processes.
- **Compliance & Quality:** Knowledge of relevant regulations (food safety in particular) and a commitment to high standards and accurate results.
- **Collaboration & Adaptability:** Ability to work independently and as part of a team, adapting to changing needs and priorities.

Physical Requirements

This position requires (check all that apply):

- ☒ Normal periods of sitting and standing in an office environment.
- ☒ Extended period of standing.
- ☒ Lifting and/or pushing objects up to 25 lbs. on a regular basis
- ☒ Lifting and/or pushing objects up to 50 lbs. on an occasional basis.
- ☐ Working with heavy machinery or equipment on ☐ regular ☒ occasional basis such as: ovens, refrigerators

Working Conditions

Work is performed mostly in a temperature-controlled environment. Levels of noise are not excessive.

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirements. Employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Piedmont Food Processing Center's Philosophy

Piedmont Food Processing Center is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, our diverse clients, and the community at large. We do all of this with kindness, empathy and respect for each other.
