



Job Description – Executive Director

Position Title: *Executive Director, Full-time*

SevaTruck Overview

SevaTruck Foundation, a registered 501(c)3 non-profit organization, serves to combat the effects of poverty in major cities across the United States where food insecurity impacts disadvantaged youth, families, and veterans. SevaTruck is dedicated to reducing hunger in our communities by serving hot, nutritious meals to communities in need. SevaTruck, a fully licensed food truck with a commercially integrated kitchen, serves nutritionally balanced vegetarian meals when and where needed. Together, in partnership with local area food banks, shelters and nonprofit organizations, SevaTruck expands the reach and impact of local area organizations addressing food insecurity and poverty in our nation's capital and fulfills a higher purpose of serving our human family. While the D.C. metropolitan area sustains several food banks, shelters, and food assistance programs, to our knowledge, there exists no dedicated mobile food truck service solution. Our primary focus groups include underprivileged youth, families, and veterans.

Job Summary

The Executive Director (ED) plays a critical role in the strategic and tactical execution of SevaTrucks goals. The ED leads development of goals and objectives, supports the needs and executes the guidance of the Board, leads fundraising and grants efforts, builds partnerships across the region – both commercial partnerships and governmental partnerships, leads communication initiatives (social media, press releases, etc.), and overall organizational administration. The ED will support the internal SevaTruck organization, external partners, collaboration with other SevaTruck's in other cities (currently 3 other cities), volunteers, donors, and meal distribution teams. This role will help bring structure and processes to the organization, allowing it to scale and expand for the future. These infrastructure improvements will support the efficient execution of SevaTruck's mission, mobilize additional resources as we scale, support other independently run SevaTrucks in other cities, and enable the deployment of additional local SevaTrucks to expand reach and impact.

Job Functions: Support functions include, but not limited to:

Programs

- Identify and cultivate relationships with partners for meal distribution events
- Identify and cultivate relationships with partners for collaboration (nonprofit, government, corporate, food banks, restaurants, etc.)
- Support meal distribution teams – currently being managed by our Operations Manager
- Support/Attend meal preparation/distribution events
- Design and implement processes and procedures to help SevaTruck perform optimally and scale
- Manage financial and administrative needs of the organization

Fundraising

- Cultivate relationships with donors and prospective donors
- Cultivate relationships with corporate sponsors
- Coordinate and represent SevaTruck at fundraising events
- Manage the CRM (donor database) system, communications for fundraising campaigns, organizational updates, highlights, etc.
- Coordinate and lead the grant management process

Communications

- Manage newsletter and regular email communications with donors, sponsors and partners
- Maintain personal touchpoints with major donors



SEVATRUCK
FREE MEAL FOOD TRUCK

- Manage SevaTruck social media channels
- Update content on SevaTruck's website
- Coordinate and/or represent SevaTruck for media inquiries
- Represent SevaTruck at networking events

Qualifications:

- A Bachelor's Degree or equivalent is desired
- Exceptional organizational skills are a must
- Strong written and verbal communication skills
- An entrepreneurial work ethic and a desire to "get the job done"
- Willingness to share own ideas, even among senior staff and board members
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Access)
- Interest and commitment to enhancing the effectiveness of nonprofit organizations
- Familiarity with food insecurity industry, preferred