The Senior Director of Governance and Executive Communication provides high-level support in a one-on-one working relationship with the President & CEO. Importantly this position helps manage and optimize key relationships of the President & CEO with specific focus on board members, top donors, and the media. The individual will have the demonstrated ability to exercise good judgment in a variety of situations, with expert-level written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. They will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Essential Duties and Responsibilities**

- Provide leadership to build relationships crucial to the success of the organization. Develop a strategy for the President & CEO and other organizational leaders to interact with persons of significance to the organization. Coordinate, document, and track action items and deliverables of those interactions with the appropriate internal departments. Interactions include those with key donors, legislators and their aides, nonprofit leaders, partner agency leadership, state and national organizations, et al.

- Develops, implements, tracks, evaluates, and recommends improvements for the communications strategies of the office of the President & CEO. Works closely with the marketing and communications team to integrate activities into overall Gleaners communication priorities.

- Manage a variety of special projects for the President & CEO.

- Work closely and effectively with the President & CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping him updated.

- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO’s ability to effectively lead.
• Work with the customer service team to complete a broad variety of administrative tasks for the President & CEO including but not limited to: managing an active calendar of appointments and managing meeting schedules and agendas both internally and externally.

• Is the chief liaison to the board of directors (including Gleaners Distribution Corporation) and the committees of the board, assuring appropriate organizational support for the work of the board and committees which includes:
  o Creating Agendas and assembling content for board and certain committee meetings and retreats.
  o Assuring that board/committee minutes are taken, approved and archived.
  o Assuring that board/committee policies and charters are periodically reviewed and any modifications noted, reported and archived.
  o Assuring that all board governance requirements are met (including Gleaners Distribution Corporation) – for example, completion of the annual Conflict of Interest Questionnaires.
  o Assuring that the board portal and all corresponding information is updated in a timely and consistent way.
  o Assuring that meetings are scheduled well in advance, calendar requests are sent, attendance is noted, reminders are sent, and all meeting packets are complete, professional and sent in a timely manner.

• Represent the President & CEO in a variety of settings, including media opportunities as appropriate.

• Provide a bridge for smooth communication between the President and internal departments and leaders.

• Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion.

• Create meeting agendas, track action items, take and distribute meeting minutes at internal and external meetings as directed by the CEO.

• Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.

• Promote and enable a positive work environment where team members feel empowered, engaged and connected to Gleaners mission and strategic plan.

• Foster a culture of professionalism, team cohesion and accountability.

• Other duties as assigned.
**Scope of Position:**
Budgetary Responsibility: Low  
Personnel Responsibility: Low  
Access to Confidential Info: High  
Supervisory responsibility: Low  
Community contact: High  
Donors: High  
Board of Directors: High  
Volunteers: High  
Food Partners: High

**Qualifications**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.  
*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education/Experience**
- Bachelor’s degree in marketing, communications, or related field.  
- Demonstrated ability to exercise good judgement  
- Demonstrated ability to deal with confidential information and act as a liaison between the CEO and internal and external stakeholders.  
- Ability to handle complex situations and multiple responsibilities simultaneously  
- Ability to collaborate and achieve actionable results with both internal and external stakeholders  
- Excellent organizational and administrative skills  
- Ability to adapt to a flexible work schedule  
- Demonstrated problem solving and interpersonal skills.  
- Non-profit sector work experience desirable  
- Passion for the mission of Gleaners

**Language Ability**
Excellent verbal and written communication skills; with the ability to write routine reports, and correspondence are required. Strong interpersonal skills with all contacts, internal and external, are required.

**Computer Skills**
To perform this job successfully, an individual should be proficient in Microsoft Office 365 and a variety of online meeting platforms (Microsoft teams, Zoom, etc)

Hybrid work schedule may be available.