



KELLY CENTER FOR HUNGER RELIEF

Executive Director

Location: El Paso, Texas (on-site/traditional)
 Reports to: Board of Directors
 Status: Full-Time, Exempt
 Salary Range: \$85,000 - \$95,000 annually

About the Kelly Center for Hunger Relief

The Kelly Center for Hunger Relief is a cornerstone in the fight against hunger in the El Paso region, providing comprehensive food assistance, support services, and programs that help individuals and families move toward long-term stability. Through community partnerships, education, and innovative programs, we address both immediate hunger needs and the root causes of food insecurity.

Position Overview

The Executive Director (ED) will serve as the strategic, operational, and fundraising leader of the Kelly Center for Hunger Relief, responsible for guiding the organization toward its mission while ensuring long-term sustainability and growth. The ED will lead a small, mission-driven team to strengthen operations, expand practical programs, and deliver measurable gains in the self-sufficiency and economic mobility of our clients. This role demands a visionary leader who can inspire a diverse range of stakeholders, build and sustain relationships, expand funding streams, and champion innovation to increase the organization's impact, efficiency, and reach.

Preferred Qualifications

- Passion for food security and community development.
- Bachelor's degree or 5+ years of relevant experience.
- Bilingual, English and Spanish.
- Proven executive leadership experience, preferably in the nonprofit sector.
- Demonstrated success in fundraising, donor relations, and strategic partnership building.
- Excellent communication and public speaking abilities.
- Proficiency with:
 - Office productivity tools (e.g., Microsoft Office, Google Workspace)
 - Virtual meeting platforms
 - Donor or client management databases
- Capacity to adapt to emerging technologies that support nonprofit operations, with demonstrated ability to use technology to enhance organizational efficiency.



Send résumé and cover letter to:

✉ bmolina@canohr.com

For more information, visit:

🌐 www.kellyfresh.org



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Key Responsibilities for Executive Director

Leadership & Strategic Vision

- Develop, articulate, and implement a bold strategic plan that positions the Kelly Center for Hunger Relief as a leader in food security solutions.
- Build strong relationships with staff, board members, community partners, and donors to align resources and efforts toward organizational goals.
- Serve as the Kelly Center's public face and primary spokesperson, advocating for policies and programs that address food insecurity in the El Paso region and beyond.
- Prepare and manage an annual budget in collaboration with the Board.

Fundraising & Resource Development

- Execute a 3 to 5 year comprehensive fundraising plan that includes donor cultivation, individual/major giving, corporate sponsorships, grant opportunities, government contracts, and special events.
- Follow ethical standards and ensure sound financial practices and transparent reporting.
- Cultivate and steward relationships with donors, ensuring a consistent and growing base of financial support.
- Expand the organization's reach into new funding markets and develop partnerships that can sustain long-term operations.
- Leverage data-driven fundraising tools and donor engagement platforms to personalize outreach, improve retention, and identify untapped giving potential.
- Create a formal RFP intake process to define and organize the identification of grant opportunities from foundations and government agencies.

Operations & Program Oversight

- Oversee all aspects of day-to-day operations, including finance, programs, compliance, and human resources.
- Ensure fiscal responsibility, transparency, and sustainability through sound financial management and reporting.
- Foster a culture of innovation, inclusion, collaboration, and accountability among staff and volunteers.
- Lead staff and oversee the effective delivery of all programs, including the Food Pantry, Clothes Closet, the FreshStart initiative, and relevant research initiatives with local Universities.
- Allocate sufficient financial, human, and technology resources to collect information about the people being served, track changes and impact over time, and measure success to ensure quality and effectiveness of programs.
- Develop and implement policies and procedures that promote efficiency and best practices.

Advocacy & Partnerships

- Build and maintain strategic alliances with other nonprofits, government agencies, and private sector partners to address food insecurity comprehensively.
- Represent the Kelly Center at local, state, and national forums to promote awareness, share best practices, and influence public policy.

Board Relations

- Collaborate with the Board to strengthen board capacity through member engagement.
- Identify prospective board candidates.
- Cultivate relationships with community leaders to ensure a diverse and skilled board.

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