

Mid-North Food Pantry, Inc. Executive Director Job Description

April 2024

Overview

The role of the Executive Director is to execute the strategic direction for the operations and fundraising efforts as developed by the Board of Directors. This will be accomplished by working with staff, volunteers, donors, community partners and the Board and its standing committees. The position may be part-time or full-time and reports to the Board of Directors.

Duties and Responsibilities:

Fundraising

- Develop and execute a multi-faceted fundraising plan including direct mail, social media and Pantry hosted fundraising events.
- Pursue new fundraising opportunities. Source and draft grant proposals that generate an additional \$60K to \$100K per year.
- Using the software that the pantry will provide, cultivate donor relationships by creating and managing a portfolio of loyal and major donors.

Marketing and Community Outreach

- Develop and execute a marketing plan across multiple platforms to increase awareness of the Pantry and its mission.
- Develop and maintain strong relationships with local partners in support of the Pantry's mission, including the churches who are long standing supporters of the Pantry.

Operations

- Oversee the acquisition, storage and transfer of all food inventories to meet Pantry objectives including the timely ordering of food from Gleaners Food Bank of Indiana and the receipt of food from community partners such as Whole Foods, Second Helpings, Aldi, Kroger and Fresh Thyme.
- Conduct ongoing inventory management activities to ensure appropriate capacity to meet Pantry objectives.
- Track and report food donations and clients served.
- Manage volunteer workforce. Actively recruit volunteers and ensure they receive appropriate orientation to the Pantry and training. Coordinate scheduling of volunteers and communicate with them regularly.
- Manage the physical space and equipment, including required maintenance.

Financial Management

- In collaboration with the Board of Directors (primarily the Treasurer), assist in the development of the annual operating budget and monitor revenues and expenditures to determine conformity with the budget.
- Submit approved invoices to the Treasurer and Bookkeeper for prompt payment.

Leadership

- Work with Board members and Board Committees to advance the strategic plan of the Pantry. Hire, develop, motivate, and mentor Pantry staff and act as their liaison to the Board of Directors.

Ideal Candidate Qualifications & Background

- A minimum of three years of experience in a corporate environment, service-related industry or non-profit organization. Food industry experience with knowledge of food pantry operations and best practices is preferred.
- Experience developing and executing a successful fundraising program.
- Experience evaluating and updating operational procedures for continuous quality improvement.
- Prior supervisory experience with demonstrated ability to motivate and manage diverse personalities.
- Advanced verbal and written communication skills, presentation skills and the ability to work with a wide range of stakeholders in a diverse community.
- Experience in preparing and managing a budget.
- Ability to respond appropriately, fairly and diplomatically to sensitive and confidential issues.
- Ability to use general office equipment, computers, spreadsheets and other related software programs.
- Essential to possess a natural desire and propensity toward charitable service.

Additional Information

The Executive Director must be able to see, hear, and speak clearly in order to coordinate work with others using face to face contact; and operate a computer or tablet, light electrical equipment, and manual tools.

Interested applicants should submit a cover letter and resume to Info@midnorthfoodpantry.org

Applicants should be prepared to provide references upon request. Any offer for employment will be contingent upon a successful background check.

Applications will be reviewed immediately and the position will be filled when the appropriate candidate is identified.

Compensation will be commensurate with experience. Paid time off to be determined.

Mid-North Food Pantry is located at 3333 N. Meridian Street, Indianapolis, IN 46205. Additional information can be found by visiting <https://www.midnorthfoodpantry.org/>

Duties, responsibilities, and activities associated with this role can change at any time and without notice. This job description is not designed to contain a comprehensive listing of all duties and responsibilities required of the employee for this position.