

The Cheshire Community Food Pantry, Inc.
Executive Director Position

Job Title: Executive Director
Reports to: President of the Board of Directors
Salary Range: Commensurate to experience/training (TBD)
Hours: 25 hours per week minimum
(May include occasional weekend and/or evening hours)

Background

Founded in 2010, the Cheshire Community Food Pantry, Inc. (the “Pantry”) is an established 501(c)(3) Tax Exempt Organization. Our mission is to provide food in situations for all eligible individuals and families in need, regardless of their race, color, religion, national origin, age, sex, or disability. Our organization is a 99.9% volunteer organization and we rely on the efforts of approximately one hundred community volunteers to make our mission come alive.

Position Summary:

The Executive Director will act as the primary coordinator of the Pantry in partnership with the Board of Directors (the “Board”). The Executive Director will report to the President, or in the President’s absence, the Executive Vice President. Responsibilities will include ensuring that adequate food supply is available to users of the Pantry as well as securing volunteers to assist in the administration of Pantry operations. The Executive Director will be responsible for the supervision and management of a large group of volunteers. The Executive Director will provide assistance to individuals and families utilizing the Pantry and coordinate the training of volunteers to ensure compliance with Pantry guidelines. The Executive Director will work to ensure the financial viability of the Pantry by seeking grant opportunities and soliciting contributions.

The Board of Directors and the Executive Director, together, will maintain the relevance of the Cheshire Community Food Pantry in the community by continually evaluating the needs of the community, the accomplishment of the Cheshire Community Food Pantry mission and vision, and the accountability of the Cheshire Community Food Pantry to its diverse constituents.

The Executive Director responsibilities include assisting the Treasurer in maintaining accurate and complete financial books and records and the preparation of the annual budget and annual audited financial statements.

The Board delegates responsibility for management and day-to-day operations to the Executive Director, and the Executive Director has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Director provides direction and enables the Board as it carries out its governance functions. The Executive Director’s discretion is subject to all relevant Board policies.

GENERAL RESPONSIBILITIES:

1) **Board Governance:** Works with Board in order to fulfill the organization mission.

- Responsible for leading the Pantry in a manner that supports and guides the organization's mission as defined by the Board.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions. Prepare monthly reports for Board.

2) **Organization Mission and Strategy:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of the Pantry's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the Pantry's can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the Pantry's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

3) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of the Pantry's operations.
- Supervise volunteers involved in Pantry operations. This includes but is not limited to recruiting volunteers, scheduling those volunteer, and disciplining those volunteers as needed, including, with the knowledge and consent of the Board, the removal of volunteers from service to the Pantry.
- Coordinate and accept applicants for the Pantry and expand knowledge of the Pantry throughout the community.
- Maintain Food Inventory records and track food acquisition expenses.
- Manage the Food Pantry's website ensuring that displayed information is accurate and current, respond to e-mails and correspondence through the Pantry's Facebook page.
- Oversee maintenance and security of the facility.

- Work with available food resources to maximize food selections available to clients of the Pantry.
- Coordinate with community agencies and civic organizations to promote food collection.
- Coordinate a Public Relations campaign through advertisements and public speaking in an effort to raise awareness of the Food Pantry and increase both food donations and financial support.
- Attend monthly Board meetings at the request of the Board.
- Perform other duties as required by the Board commensurate with the position of Executive Director.

Desired Education: A degree in Business, Community Services, Social Work, or a related field preferred. A combination of related experience and/or training may be substituted.

Desired Experience: The candidate would have experience working in Business, Social Services or a related field successfully preparing grant applications, working in the non-profit sector and with public speaking. Must have the ability to follow verbal or written communications; communicate effectively verbally and written with the public, volunteers and Board members in a professional and courteous manner; operate general office equipment; word processing equipment; be familiar with Microsoft Word and Excel; be able to manage light bookkeeping; explain and enforce operating policies and procedures and independently carry out policies and procedures.

Must be computer literate and proficient in Microsoft Word, Excel and PowerPoint, as well as experienced with the use of Internet and e-mail.

Must have experience in working with the public and keeping records; pass a background check and have a valid driver's license.

Physical Requirements:

Lifting files, boxes and food items; bending, reaching, and stooping to gather food items; bending and reaching to load food into cars and other vehicles.

Application Process:

Please submit a cover letter and current resume. Application deadline is May 19, 2017.

Electronic submission preferred: E-mail: jobs@cheshirefoodpantry.org

Or Mail to:

Attn: Search Committee

Cheshire Community Food Pantry

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www.cheshirefoodpantry.org