



## Falls Area Food Pantry Job Posting: Executive Director

Falls Area Food Pantry has been a staple in the Greater Menomonee Falls Community for nearly 40 years. Our mission is to gather and distribute food to residents in the greater Menomonee Falls area with acute or chronic need.

The Board of Directors is beginning the search process for the Pantry's Executive Director. This position will lead and manage teams of volunteers who carry out day-to-day operational responsibilities for the delivery of services provided by the Pantry. The Executive Director is the leader of the organization and empowers others to carry out the organization's goals and mission in collaboration with the board of directors. Responsibilities of this position include, but are not limited to: strategic leadership, volunteer management, operational oversight, resource development and community outreach. The focus of this position is to increase outreach to clients, create a positive volunteer experience, offer a variety of healthy food options and enhance the Falls Area Food Pantry's reputation across the community.

A successful candidate will be helpful, compassionate, high energy, positive, enthusiastic and respectful in their work with our volunteers and clients. This is a full-time paid position with a posted salary of \$70,000. A stipend to support health benefits would be discussed as part of an employment offer.

### **Areas of Responsibilities:**

#### **Strategic Management and Leadership**

- Advance the mission of the pantry by further enhancing operations and developing new programs as deemed appropriate
- Guide and implement strategic direction for short-term and long-term priorities
- Represent and report on Pantry operations at bi-monthly board meetings
- Network with other local food pantries and service organizations; build relationships across the community to develop strategic partnerships
- Work with board committee chairs and volunteers to assist with pantry operations
- Create metrics and measure performance, identify and recommend improvements
- Provide statistical reports and accompanying summaries and analysis of trends
- Actively participate on the Special Projects Committee

- Other duties as assigned by Board of Directors

### **Volunteer Management**

- Supervise and manage appointed staff members and shift leads who are responsible for daily operations
  - Work to acquire food and manage inventory for distribution to clients in a safe and efficient manner that meets Pantry, state and federal guidelines and requirements
  - Maintain and disseminate a list of current food needs
  - Submit monthly client data to TEFAP
- Work in partnership with Volunteer Committee to:
  - Identify and manage various volunteer roles within pantry and throughout community
  - Recruit, train and assign designated volunteers
  - Ensure a positive volunteer training experience
- Communicate with Church Coordinators to maintain legacy relationships
  - Plan and coordinate the annual meeting (January)
  - Assist with coordination of annual Volunteer Appreciation event

### **Client Experience**

- In partnership with staff, shift leads and volunteers
  - Provide a respectful experience for clients
  - Oversee registration process for new clients, adapting as needed
  - Identify opportunities to increase choice for clients and develop process to manage item selection
- Facilitates annual client survey, sharing results and affecting changes where needed
- Identify and provide outreach opportunities for clients in collaboration with outside agencies

### **Finance and Operations**

- Respond to Pantry phone and email inquiries
- Work with Facilities Committee and Village of Menomonee Falls to ensure that the facilities are accessible and in good operation condition, meeting or exceeding sanitation best practices and state and federal guidelines and requirements
- Sign necessary documents on behalf of the organization
- Serve as the primary contact with the Hunger Relief Federation of Wisconsin
- In partnership with the Board Treasurer and Finance Committee, maintain financial stability of the pantry, providing input and oversight of an annual budget and making individual budgeted expenditures as authorized
- Maintain a safe and secure environment to protect information, assets, clients and volunteers
- Manage compliance practices for the organization and client information

## **Resource Development, Marketing and Communications**

- Work with Marketing Committee to:
  - Improve the Pantry's visibility in the community via a variety of media, including presentations to various groups, maintaining an up-to-date and consistent social media presence and engaging other media opportunities including newspapers, newsletters, radio and television as appropriate
  - Recruit community organizations to sponsor food drives on behalf of pantry; support through promotion and social media
  - Organize pantry-sponsored food drives and recruit volunteers
- Identify fundraising opportunities for Pantry, including grant writing, individual gifts and corporate support
- Identify opportunities for Pantry to be represented at Community events and work with Board of Directors and other volunteers to staff these opportunities
- Coordinate special events as necessary and appropriate

## **Position Qualifications**

- Past experience leading teams as a values driven servant leader
- Strong ability to develop and maintain relationships
- Strong verbal and written communication skills
- Ability to communicate and work well with persons of varied racial, ethnic, cultural and socioeconomic backgrounds and with individuals who are differently-abled
- Strong attention to details, ability to set priorities and effective time management skills
- Ability to supervise, empower and delegate to others in a work environment
- Ability to work with sensitive information and maintain a high degree of confidentiality
- Passion for hunger issues related to food security
- Must pass a background check
- Valid Drivers License

Preferred candidates will have prior experience working in a food pantry, retail or food distribution agency and a minimum of three years professional management experience or supervisory experience (staff or volunteer management). The Executive Director should be comfortable with public speaking and have a basic understanding of non-profit management and fundraising.

### **Physical Demands of the Position:**

- Ability to lift up to 30 pounds
- Ability to bend, crouch and reach

To apply for this position: Please submit a letter of interest and resume via email to:  
Search Committee, Falls Area Food Pantry  
[SearchFFP@gmail.com](mailto:SearchFFP@gmail.com)