



Executive Director - Position Description

Purpose & General Description

Our Executive Director represents the Board of Directors in the promotion of all aspects of the North Liberty Community Pantry and exhibits the servant leadership expressed in our mission to engage our community in feeding, clothing and connecting our neighbors to resources and services.

The Executive Director reports directly to the Board of Directors. Additional oversight is provided by the Staff Parish Relations Committee of the First United Methodist Church of North Liberty. The position is full-time, with some evening and weekend availability required.

The starting salary for this position is \$60,000-\$70,000, commensurate with education and experience. Benefits include paid time off, paid sick leave, eligibility for healthcare reimbursement through the Qualified Small Employer Health Reimbursement Arrangement and eligibility for a retirement package.

Functions

The Executive Director maintains high expectations for themselves and staff in honoring the Pantry's mission. As the lead employee of the organization, the Executive Director's responsibilities are broad in scope and require flexibility. The Executive Director will have oversight and responsibility over all Pantry activities and will delegate functions between staff members, volunteers and other resources. Specific functions for which the Executive Director will be responsible include but are not limited to:

- Leadership and Personnel Management
 - Attend and report at all Pantry board meetings
 - Work with the Board of Directors to set policy and programming standards and evaluate progress
 - Determine needs for new programming and present proposals to the Board
 - Implement Board strategic and budgetary decisions
 - Recruit, train, orient, manage, coach and build authentic relationships with other employees and interns
 - Support staff in the recruitment, training, mentoring, enhancement and overall management of volunteers
 - Conduct and maintain proper documentation of staff performance reviews and evaluations on a regularly scheduled basis

- Perform HR tasks such as hiring, documentation, payroll submission, wage adjustments, benefits enrollment and conflict resolution
- Maintain education and professional expertise through attendance at job-related seminars, conferences and workshops
- Coordination
 - Ensure a primary point of contact for all activity (including availability by phone at times outside of usual business hours)
 - Organize and support community food drives
 - Coordinate NLCP scheduling and activities with the North Liberty First United Methodist Church and other partner organizations
 - Maintain a working knowledge of significant developments and trends in the field
- Public Relations
 - Communicate with and present at the Church on a continuous basis
 - Communicate with the City of North Liberty on a regular basis
 - Represent the NLCP Board in community coalitions around our mission
 - Attend other community events as a representative of NLCP
 - Promote the Pantry as its 'primary voice' through public speaking and in networking throughout the community and state
 - Send regular press releases to local media outlets to keep our public informed
 - Establish and maintain strong working relationships with other area pantries
- Operational Support
 - Attend committee meetings as useful
 - Ensure Pantry staffing requirements are met to maintain a high quality of service
 - Maintain documentation and record keeping
 - Ensure acquisition of food through established food resources
 - Maintain regular financial reporting and budget
 - Ensure physical plant needs are met
 - Maintain compliance with Volunteer Manual and other Pantry policies
 - Establish policies and implement programming based on community need and organizational sustainability
- Financial Management and Legal Compliance
 - Maintain compliance with Fiscal Policies and Procedures
 - Ensure compliance with federal, state and local regulations
 - Develop and monitor committee budgets in preparation for annual Board budget planning
- Fundraising
 - Coordinate and lead fundraising efforts, including fundraising event planning, management and execution
 - Create engaging fundraising ideas and themed drives to meet changing needs
 - Ensure completion of regular appeal mailings
 - Provide fundraising reporting internally and externally
 - Develop grant proposals in consultation with volunteers and staff members

- Work directly with Fundraising committee to reach annual revenue goals
- Complete all required grant reporting and compliance

Qualifications

- Bachelor's degree or equivalent
- At least three years of experience working at a non-profit social services organization
- Some experience in a supervisory role
- Availability to work some evenings and weekends
- Ability to routinely lift and move up to 40 pounds
- Ability to pass a background check

Desirable attributes and experience

- Compassion for those in need, a positive attitude, resilience and a commitment to service
- A self-starter with strong interpersonal skills, organizational skills and written and verbal communication skills
- Management/supervisory experience, strong coaching and training skills, comfort with making and implementing decisions and the ability to prioritize and delegate
- Marketing and fundraising experience, including experience planning and managing a capital campaign
- Experience working with volunteers
- Experience using personal computer for word processing, data management and communication, specifically including Microsoft programs like Word, Excel, PowerPoint and Publisher
- Familiarity with the North Liberty community

Excited about this role but don't meet every single requirement?

Studies have shown that marginalized groups are less likely to apply to jobs if they do not meet every single qualification. At the North Liberty Community Pantry, we are dedicated to building a diverse, inclusive and authentic workplace. So if you're excited about this role but your past experience doesn't align perfectly, we encourage you to apply anyway. You just might be the right candidate.

How to apply

Send a cover letter, current resume and three references to Allison Bates, NLCP Board Chair, at board@northlibertycommunitypantry.org. Review of applications will begin on May 25. Applications will be considered until the position is filled.