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 and clothing our neighbors.

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 and considered 45-50 hours per week. Salary for the position is competitive with similar roles with non-profit organizations working in health and human services in the State of Iowa. The salary is also based upon education and prior experience.

Functions

As the lead employee of the organization, the Executive Director’s responsibilities are broad in scope and require flexibility. The Executive Director is a role model for the NLCP mission, vision and values, and they hold high expectations for themselves and any additional staff in honoring that mission. He or she will have oversight and responsibility over all pantry activity and will be relied upon to delegate functions between staff members, volunteers, and other resources. Specific functions for which he or she will be responsible and that he or she may complete include but are not limited to:

- **Leadership and Personnel Management**
  - Attend all 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
  - Recruitment, training, orientation, management, coaching, and encouragement of other employees and interns
  - Volunteer management, training, mentoring and enhancement
  - Conduct performance reviews and evaluations

- **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, our partner organization
  - Maintain a working knowledge of significant developments and trends in the field

- **Public Relations**
  - Communicates with the Church on a continuous basis
  - Communicates with the City of North Liberty on a regular basis
  - Represents the NLCP Board in community coalitions around our mission
  - Attends other community events
  - Promotes the pantry as its ‘primary voice’ through public speaking and in networking throughout the community and state
  - Sends regular press releases to local media outlets to keep our public informed

- **Operational Support**
Atten

committee meetings as useful

Ensure staffing requirements are met to maintain the quality of service provided by the Pantry

Maintain documentation and record keeping

Maintain acquisition of food through established food resources

Maintain regular financial reporting and budget

Maintain physical plant needs are met

Maintain compliance with Volunteer Manual and other Pantry policies

- **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**
  - Involvement and support of fundraising efforts
  - Event management
  - Ensure completion of regular mailings
  - Provide fundraising reporting internally and externally
  - Develop grant proposals in consultation with volunteers and staff members

**Preferred Qualifications**
- Fundraising experience
- Experience working with volunteers
- Experience with project planning
- Effective public speaking and presentation skills
- Masters of Social Work and 3 years of experience

**Minimum Qualifications**
- Personal attributes: compassion for those in need, positive attitude, commitment to service, comfortable making and implementing decisions, comfortable with ambiguity
- Abilities: Interpersonal skills, organization, delegation, strong written and verbal communication skills
- Leadership, management, and supervision experience
- Experience working in a non-profit social services organization
- Experience using personal computer for word processing, data management and communication, specifically including Microsoft programs like Word, Excel, and Publisher
- Able to work a flexible schedule including evenings and weekends
- Bachelor’s degree in related field

All staff positions with the North Liberty Community Pantry are employees of the North Liberty First United Methodist Church. The North Liberty First United Methodist Church is an EEO employer.

Applicants should submit a Cover Letter, Résumé, and application to the Pantry at: jobs@northlibertycommunitypantry.org or mail to: 89 N Jones Blvd., North Liberty, IA 52317.

Applications can be found on our webpage: www.northlibertycommunitypantry.org/about-2/employment/