

Fondy Food Pantry has been providing nutritious food and essential items to families in need throughout Fond du Lac County since 1973. Through dedicated volunteers and strong community partnerships, Fondy Food Pantry offers not only nourishment but also hope and dignity to our neighbors.

Executive Director Job Description

Position Overview:

The Executive Director serves as the chief administrative and development officer of Fondy Food Pantry, reporting to the Board of Directors. This part-time position (approximately 30 hours per week) is responsible for leading the organization and ensuring the fulfillment of its mission.

Key Responsibilities

Leadership and Management

- Oversee all aspects of daily operations, administration, and program delivery, fostering a collaborative and inclusive organizational culture.
- Support staff and volunteers in their roles, promoting teamwork, accountability, and alignment with the mission.
- Maintain regular communication with the Board President and work closely with the Board to address opportunities and challenges.

Strategic Planning

- Lead the development, implementation, and evaluation of the organization's strategic plan.
- Collaborate with the Board and staff to establish long-term goals and objectives, monitoring progress and adjusting plans as needed.
- Ensure that all activities and programs align with the organization's mission, vision, and values.

Financial Oversight

- Oversee financial operations, budget forecasting, and preparation of annual projections for Board approval.
- Collaborate with the Assistant Treasurer and Director of Operations to manage monthly expenses.
- Review financial statements, bank reconciliations, and general ledger records.
- Ensure accurate tracking of donations.
- Manage contracts for liability, vehicle, and property insurance, keeping documentation current.
- Work with the Board President and Treasurer to ensure proper use of all funds, including reserves, and coordinate the annual audit with accounting firms.

Fund Development, Grant Writing, and Donor Relations

- Lead fundraising initiatives, including individual, corporate, foundation, and government funding sources.
- Research, write, and submit grant applications, and ensure compliance with grant reporting requirements.
- Develop and maintain strong donor and funder relationships.
- Ensure proper donor recognition.

Public Relations, Community Engagement, and Advocacy

- Serve as the public spokesperson for Fondy Food Pantry and manage communications with media and community.
- Build and maintain relationships with local businesses, agencies, schools, government entities, and community leaders to strengthen partnerships.
- Advocate for food security and basic needs initiatives in the community, representing the organization in coalitions, local networks, and public forums.
- Collaborate with the Social Media Manager to contribute content for Facebook posts, website updates, and other online communications.
- Promote the organization's mission and programs, highlighting impact and outcomes to engage donors, volunteers, and the broader community.

Human Resources

- Supervise pantry staff and volunteers, ensuring a positive, productive, and mission-focused work environment.
- Address personnel issues as needed.

Qualifications

- Non-profit management experience preferred; ServSafe certification a plus.
- Demonstrated experience in grant writing and fundraising.
- Experience in strategic planning and staff or volunteer leadership.
- Ability to motivate and manage diverse personalities effectively.
- Proficiency in Microsoft Office and familiarity with QuickBooks.
- Strong written and verbal communication skills.
- Comfortable working with a diverse population, including clients, volunteers, and donors.
- Flexible and willing to assist in operational tasks, including warehouse equipment and pantry software.
- Physical ability to lift up to 50 pounds, bend, and stand for extended periods.
- Must pass a background check, have a clean driver's license, and provide proof of auto insurance.