

New Executive Director Position

The Rappahannock Food Pantry is seeking an Executive Director for its 501©(3) nonprofit. This will be a new, 30-hour part-time position. The Executive Director will be the chief administrative officer of the Food Pantry, supervising its staff and operations and reporting to its Board of Directors. Interested applicants should send a cover letter and resume to Penny Kardis at president@rappahannockfoodpantry.org

Executive Director Responsibilities:

Strategic Planning

1. Maintain a working knowledge of significant developments and trends in the food pantry field.
2. Assist the Pantry in (a) continuing to develop a shared vision for the continued mission of the Pantry, and (b) assist in formulating a strategic plan and implementing short-term and long-term goals and strategies to achieve the Pantry's mission.

Human Resource Management

1. Supervision and evaluation of staff performance, and salary and bonus recommendations.

2. Supervise recruiting, training, and performance management of volunteers and promote active and broad participation of volunteers.
3. Maintain an organizational culture that fosters a positive and productive work environment.
4. Supervise provision of and review of background checks in coordination with the Executive Committee of the Board.
5. Ensure provision of client services that are accessible, efficient, and respectful.

Operations and Facilities Management and Supervision

1. Supervise the management of the procurement of food and supplies.
2. Establishing and enforcing operational pantry policies and procedures.
3. Ensure safe and clean Pantry facilities in compliance with health regulations and compliance with food safety regulations (i.e., those of the BRFB, USDA, etc) and in compliance with all applicable laws and regulations.
4. Oversee Pantry facilities maintenance and repair, including planning and budgeting for potential future maintenance, repairs and upgrades.
5. Manage relationship with property management and contractors and ensure timely and appropriate payments.
6. Gather, assemble, and record data on Pantry usage, client demographics, food inventory, and other

information necessary for review and decision making by the Board.

Financial Management

1. Coordinate with and assist the Treasurer of the Board with respect to all financial issues as specified above and below; assist the Treasurer and the Board in development of the annual budget; cooperate with any external financial consultants and tax authorities, as may be directed by the Treasurer.
2. Maintain sound financial practices.
3. Maintain financial records including bank statements, monitor income and expenses, oversee performance of the Pantry within budgetary guidelines.
4. Maintain and monitor the Pantry bank account(s) and investments; make and monitor appropriate deposits and debits; adding and removing bank account signers.
5. Ensure legal accounting and reporting practices are maintained.
6. Ensure the Pantry has sufficient insurance coverage for facilities, equipment, and liability.

Fundraising

1. Develop, execute, manage, and supervise all fundraising events.
2. Foster continuing relationships with existing donors.

3. Solicit and cultivate individual, foundation, corporate, and governmental donations, including through the production of grant requests.
4. Oversee development, maintenance and operation of the Pantry's donor management system.

Communications and Public Relations

1. Develop appropriate publicity of the activities of the Pantry, its programs and goals; serve as spokesperson in communication with the community and other organizations and news outlets; establish sound working and cooperative relationships with community groups.
2. Ensure a working web site, periodic newsletter, social media presence, and annual report that summarizes the Pantry's accomplishments and recognizes its staff, volunteers, and financial donors.

Board Support

1. Serve as ex-officio non-voting member of the Board, supporting Board and committee meetings, providing needed information for the Board regarding all the afore-mentioned responsibilities.
2. Acting as liaison between the Board and staff to ensure a consistent, shared understanding of the strategy, mission, operations, client treatment, and public relations.

3. Assist the Board Chair in planning the agenda and materials for Board meetings.
4. Initiate and assist in developing policy recommendations to the Board.
5. Assist the Governance Committee in new Board member orientation.