

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

of the Jessamine County Food Pantry

The Executive Director of the Jessamine County Food Pantry (JCPF) is responsible for the overall leadership, planning and management of all operations and resources in accordance with the strategic direction, mission, vision, policies and procedures set by the Board of Directors.

The Executive Director ensures the progress and development of the organization's programs and the supervision of all volunteers. The Executive Director sustains strong and supportive relationships with donors, the media, religious and business communities, the public, the food bank network, government at all levels, and other human service agencies in central Kentucky: especially, with groups that are also working to reduce hunger in Jessamine County.

The Executive Director creatively seeks and secures financial support from a wide range of potential funding sources. This position is responsible to work with the Board Treasurer on all the financial transactions necessary to meet the operative needs of the organization. In carrying out the responsibilities of the position, the Executive Director maintains a collaborative and accountable relationship with the Board of Directors and organizational staff members.

The Executive Director will:

- Serve as the chief spokesperson for the organization, communicating the JCPF purpose and programs to the public.
- Ensure that relationships with clients, donors, volunteers, and the community-at-large are handled in a manner consistent with organizational values, mission, and strategic objectives.
- Develop appropriate annual and long-term operational and financial objectives in conjunction with the JCPF Board of Directors.
- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Attract, develop, motivate, and retain staff and volunteers, guiding them to achieve short and long-term organizational objectives.
- Oversee the day-to-day operations of the Jessamine County Food Pantry (JCPF) including, but not limited to procurement, logistic and distribution activity of the organization.
- Maintain a climate that assures all segments of Jessamine County's population are served without respect to race, religion or other socio-economic conditions.
- Maintain official records and documents, and ensure compliance with God's Pantry and federal, state and local regulations and audits
- Oversee the development of new programs and evaluate existing programs to determine efficiencies, inadequacies, and sustainability.

Education

Bachelor's degree required (or equivalent experience)

Experience

Preferred experience in non-profit organizations, food industry management, or business administration. At least two-three years of experience managing volunteers. Knowledge of human service systems, public relations and marketing, fundraising for charitable causes, organizational planning, and human resource management. Preference given to candidates with previous food banking experience and issues related to hunger. Equally, preference will be given to those with an understanding of the issues facing communities and those with advocacy experience on behalf of low-income families in central Kentucky.

Leadership Skills

Excellent oral and written communications, strong interpersonal and networking ability; strategic thinking and business acumen; dedication to diversity and inclusion, building teams; ability to work effectively with volunteer boards and committees; an experienced shared/collaborative leadership style; ability to plan, monitor and evaluate budgets; ability to plan, organize and implement activities appropriate to the advancement of organizational goals; experience supervising and managing people.

Honesty, integrity, and a commitment to the mission of The Jessamine County Food Pantry.

Weekly Time Commitment: 26-30 hours (depending on season)

Annual Salary Range: \$26,000-30,000 (depending on experience)

Three references required.

Send resume to:

Jessamine County Food Pantry

PO Box 31

Nicholasville, KY 40340

or dianestein72@gmail.com