

**Position:**  Executive Director

**Accountability:** Board of Directors, Downtown Food Pantry

**Objective:** Maintain total confidentiality, project a positive image and promote the mission and values of the Downtown Food Pantry.

CORE COMPETENCIES

* Service Model – Model unfailing compassion and respect for all clients and volunteers at all times.
* Strategic Community Collaborator – Engage diverse stakeholders and develop personal relationships with local companies, churches, service groups, and individuals to be a part of the mission of the Food Pantry.
* Effective and Engaging Communicator – Show dedication and passion in articulating the message of the Downtown Food Pantry in a way that inspires others to act in service to the organization and the community.
* Critical Thinking, and Creative Problem Solver – Is able to address and overcome complex issues to achieve desired results. This includes the ability to gather, interpret, and use relevant data.
* Planner and Manager of Change – Champions and facilitates what is necessary to ensure long-term sustainability of the Food Pantry. Adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external.

PRIMARY RESPONSIBILITIES

The duties and tasks listed below are intended to describe the general nature and level of work of this position. The list is not meant to be exhaustive or restrictive. Additional duties or responsibilities may be added as needed by the Board of Directors.

* Maintain positive relationships with all current and future funding sources, specifically including United Way, and the North Texas Food Bank.
* Maintain a current list of donors and develop a Thank You note process and log for memorials and donations.
* Complete all necessary reports in a timely and efficient manner, specifically including monthly reports of clients to the North Texas Food Bank, weekly reports of food from Wal-Mart to the North Texas Food Bank, and updated operating numbers to present to the Board monthly.
* Oversee bookkeeper to make sure all government reports and forms are completed and returned in a timely manner.
* Analyze Charity Tracker/QuickBooks data for information and trends on a regular basis.
* Work with the Treasurer and Finance Chairperson from the Board of directors to:
  + Prepare budgets
  + Understand all sources of budget line items
  + Provide projections of cash flow, fixed assets, etc.
  + Oversee accuracy of all financial reports.
* Be present at the Food Pantry on serving days.
* Continue to work on community involvement
  + Develop promotional materials
  + Develop plans for presentations to service clubs, churches, etc.
* Develop lists of potential donors and develop different strategies for approaching and enlisting them.
* Work with volunteers and staff to continually assess needs and available resources, including
  + Develop a coordinator for working with Wal-Mart donations.
  + Develop a remote pantry coordinator, food for kids, and other means of achieving goal of meeting food needs of clients outside the city of Paris in Lamar County.
* Meet regularly with and be the direct supervisor of the Operations Manager.

REQUIRED KNOWLEDGE AND SKILLS

* Working knowledge of non-profits, including budgeting.
* Planning, organizational, and administrative ability
* Data Analysis
* Strong verbal and written communications skills
* Public speaking
* Strong attention to details
* Time management
* Ability to develop rapport with diverse groups of people
* Ability to maintain confidentiality and objectivity
* Computer competency, specifically MS Word, MS Excel and QuickBooks
* Bachelor’s degree and/or two or more years of relevant work experience
* Willingness to work varied hours including evenings and weekends as needed