

# **Bowdoinham Food Pantry Director Description**

**7/13/2021**

The Bowdoinham Food Pantry is a non-profit charitable organization completely staffed by volunteers, except for the paid Director position. The Director is responsible for the oversight of food pantry programs and operations, including general communications, volunteer recruitment and management, community relationship building and outreach to new clients. The Director is also responsible for long term program development and planning, in conjunction with the Board of Directors. The Director works with lead volunteers in several key areas, including maintaining food inventory through purchases and donations; volunteer orientation, training and scheduling; and the school backpack program. .

## **Employment Details:**

This is a one year renewable contract position, effective 9/1/2021, salaried at \$500 per week with 2 weeks paid leave included. The position is as a part-time consultant averaging 20 hours per week, at least half of which will be spent on-site

## **Director Responsibilities:**

- \* Manage food pantry operations within the program operational guidelines and with the guidance of the Board of Directors
- \* Coordinate all volunteer efforts, including volunteer job descriptions and duties, training, scheduling and regular communication with volunteers
- \* Manage the physical space, including required maintenance
- \* Understand requirements for and maintenance of BFP's compliance with partner organizations
- \* Manage BFP communications and social media, including incoming messages (email, Facebook, voicemail) and then respond directly or delegate tasks to volunteers
- \* Manage outward communication about food pantry and food security issues via multiple sources, including BFP website and social media sites
- \* Coordinate with the Board of Directors by attending monthly Board meetings, including agenda development, drafting and circulating program updates and following-up on actions needed
- \* Develop and submit required reports/documents and respond to requests for information, as requested by the Board
- \* Collaborate/coordinate with other organizations both public and private, including outreach to area farmers to maintain excellent partnerships and collaborative efforts
- \* Broaden our client base through programs designed to reduce stigma, meet people where they are at, and help to make healthy food accessible and seem less intimidating
- \* Work with the Board to develop a long-term plan for the Food Pantry, including modification to existing services as well as creation of new programs

**Director Skills:**

- \* Excellent ability to communicate, both written and verbal
- \* Attention to detail as well as an ability to maintain a big picture view
- \* Initiative in setting and accomplishing goals without direct supervision
- \* Inventory management
- \* Marketing and social media skills to increase community awareness to maximize volunteer and client recruitment
- \* Ability to delegate

**Desired Experiences:**

- \* Experience with food industry & distribution practices, including food insecurity
- \* Experience working with a board of directors
- \* Experience managing a corps of volunteers

**To Apply:**

Please submit a cover letter and resume to [bowdoinhamfoodpantry@gmail.com](mailto:bowdoinhamfoodpantry@gmail.com)

**Deadline**

August 29, 2021