



# Director Job Description

1/2025

Bowdoinham, Maine

The mission of the Bowdoinham Food Pantry is to provide supplemental food and other household consumables to children and adults who live in Bowdoinham and Bowdoin in locations that are accessible and accommodating. The organization is committed to providing food and other household items in a manner that is caring, compassionate and respectful. In order to achieve this mission the organization looks for creative distribution methods utilizing volunteers that interact in respectful and caring ways. The organization partners with other activities and organizations that have common interests in order to better serve the community as a whole.

The Bowdoinham Food Pantry (BFP) 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; fundraising and community engagement event planning and execution; and the weekend food for kids program.

## Employment Details:

- Part Time Salaried position for 30 hours weekly with 3 weeks paid leave
- At least half of work time is expected to be on-site
- Salary range is \$30,000-\$39,000 based on experience
- Sixty day probation period, 6 month review year one, annual review every year

# Director Responsibilities:

## Operational and administrative oversight

- Provide food and other household items to clients in a respectful and inclusive way
- Coordinate all volunteer efforts, including volunteer job descriptions and duties, training, scheduling and regular communication with volunteers
- Manage the physical pantry space, located in Bowdoinham, Maine, including required maintenance
- Manage food pantry operations within the program operational guidelines and with the guidance of the Board of Directors
- Coordinate with the Board of Directors by attending monthly Board meetings (which occur at night), 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

## External relations and fundraising

- Understand requirements for and maintenance of BFP's compliance with partner organizations
- Plan, advertise, execute fundraising events
- Manage BFP communications and social media presence
- Manage outward communication about food pantry and food security issues via multiple sources, including BFP website and social media sites
- Oversee marketing and communication strategies to expand and diversify partnerships, donors, and programming.
- 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

## Organizational leadership

- Uphold the Bowdoinham Food Pantry's commitment to providing food and other household items in a caring, compassionate and respectful manner.
- Provide leadership, building on BFP's legacy, including through the creation of new programs and partnerships
- Work with the Board to develop a long-term plan for the Bowdoinham Food Pantry, including modification to existing services as well as creation of new programs
- Foster a positive culture where all clients and volunteers feel safe, supported, valued, and respected

## Knowledge, skills, and abilities

- Excellent written and verbal communication skills
- Attention to detail as well as an ability to maintain a big picture view
- Initiative in setting and accomplishing goals without direct supervision
- Electronic inventory management
- Marketing and social media skills to increase community awareness to maximize volunteer and client recruitment
- Experience conceptualizing, organizing, and executing all aspects of special events
- Ability to delegate
- Able to lift 40 pounds at a time
- Able to work in an active environment, including outdoors in a variety of weather conditions, as well as indoors in refrigeration units (and possibly freezer units)
- Able to travel as needed; valid driver's license required

## Desired Experiences

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

Please submit resume and cover letter by Sunday, March 2, 2025 to the Bowdoinham Food Pantry Hiring Committee at [contact@bowdoinhamfoodpantry.org](mailto:contact@bowdoinhamfoodpantry.org). Please use the same email address for any questions. Applications will be read and reviewed by the Hiring Committee as they arrive.