



Fondy Food Pantry has provided nutritious food and other essential items to families in need in Fond du Lac County since 1973. Through dedicated volunteers and community partnerships, Fondy Food Pantry offers not only nourishment but also hope and dignity to our neighbors.

Executive Director Job Description

Position Overview: The Executive Director serves as the chief administrative and development officer of Fondy Food Pantry, Inc. Reporting to the Board of Directors, the Executive Director is responsible for ensuring the organization consistently achieves its mission and strategic objectives. This is a part-time position, approximately 30 hours per week.

Key Responsibilities:

- **Leadership and Management:**
 - Oversee the overall management, administration, and direct oversight of all areas of Fondy Food Pantry operations.
 - Maintain regular communication with the President of the Board of Directors.
 - Collaborate with the Board to identify and address opportunities and challenges, both internal and external.

- **Strategic Planning:**
 - Lead the development and implementation of the organization's strategic plan.
 - Work with the Board of Directors and staff to set long-term goals and objectives.
 - Monitor progress towards strategic goals and adjust plans as necessary.
 - Ensure alignment of all activities with the organization's mission and vision.

- **Financial Oversight:**
 - Oversee financial operations and budget forecasts, presenting projections to the Board annually for approval.
 - Coordinate with the Assistant Treasurer and Director of Operations to ensure monthly expenses are paid.
 - Review monthly financial statements, bank statements, and the general ledger.
 - Ensure donation records are maintained and proper donor recognition is conducted.
 - Manage contracts for liability, vehicle, and property insurance, keeping current contracts on file.
 - Work closely with the President and Treasurer to ensure proper use of all pantry funds, including reserve investments.
 - Collaborate with the Treasurer, President, and office staff to prepare the annual audit with an accounting firm.

- **Fund Development and Donor Relations:**
 - Coordinate fund development activities and donor recognition efforts.
 - Develop and maintain relationships with funding sources, including corporate organizations and government agencies.

- **Public Relations and Community Engagement:**
 - Serve as the spokesperson for Fondy Food Pantry, handling public relations and special events.
 - Represent Fondy Food Pantry in the community, building relationships with local businesses, agencies, and community leaders.
 - Maintain communications with media contacts to promote the organization's mission.

- **Human Resources:**
 - Oversee pantry staff and volunteers, managing day-to-day operations.
 - Handle employee and volunteer discipline as necessary.
 - Ensure a positive and productive work environment.

Qualifications:

- Experience in non-profit management is preferred; ServSafe certification is beneficial.
- Experience with fundraising and strategic planning is beneficial.
- Prior management or supervisory experience with a demonstrated ability to motivate and manage diverse personalities.
- Proficiency in Microsoft Office programs and knowledge of QuickBooks.
- Excellent written and verbal communication skills.
- Ability to work with a diverse population, including clients, volunteers, and donors.
- Flexibility to fill in where needed and willingness to be trained on warehouse equipment and pantry software.
- Physical ability to lift up to 50 pounds, bend, and stand for extended periods.
- Must pass a background check, have a clean driver's license history, and provide proof of auto insurance.