



## **Part Time Director Position Description**

The Director of the Decorah Community Food Pantry leads the Pantry in its mission to share food with Iowans experiencing food insecurity. To accomplish this goal the Director works with the Assistant Director, in cooperation with the Board, and relies heavily on volunteers. The Director needs to be compassionate, organized, creative, and competent with technology.

The Director contributes to the Pantry's mission through leadership, communication, operations management, and financial stewardship. This is a part-time, salaried, exempt position with an average workload of approximately twenty-five hours a week.

### **Leadership**

- Work with the Assistant Director to recruit, train, and manage the pantry's many volunteers to achieve all aspects of the pantry's work.
- Foster resilience in the Pantry's daily operations by ensuring multiple people know how to do each job and by encouraging volunteers' ownership of the Pantry's mission.
- Ensure volunteers receive accurate and timely information regarding Pantry operations and initiatives.
- Regularly communicate and collaborate with Board officers. Make monthly reports and provide other necessary information to the Board.
- Make recommendations to the Board regarding ways the Pantry can grow in fulfilling its mission.
- Creatively lead the organization toward better serving clients, ensuring clients are treated with dignity and respect throughout the Pantry.

### **Communication**

- Oversee the pantry's telephone and electronic communications.
- Represent the Pantry positively in public, including occasional public speaking, preparing press releases, and working with the press.
- Maintain communication with our partner agencies, especially making timely, required reports to the Northeast Iowa Food Bank.

## **Operations Management**

- Oversee food ordering and food rescue program.
- Ensure the Pantry is well stocked, and food is well stored to enable efficient distribution of food for clients.
- Monitor the Pantry's building and equipment. Routinely assess the need for new equipment purchases, maintenance, or repair.

## **Financial Stewardship**

- Work with the Treasurer to ensure appropriate spending that advances the mission.
- Collaborate with the Board to strengthen the Pantry's financial position.

## **Other**

- Must be able to regularly lift and move twenty-five pounds.
- Other duties as assigned.

*The Decorah Food Pantry is an Equal-Opportunity Employer*