



**Job Posting: Executive Director**  
Full-Time, Exempt, 40 Hours per Week

Job Summary:

The Executive Director will work closely in conjunction with the Board of Directors and will be responsible for implementing the mission of the People's Pantry as well as daily operations. This position includes scheduling and carrying out pantry bag distributions, receiving and tracking food donations, maintaining a food inventory system, supervision of volunteers for packaging and distribution of food, and data entry.

Job Responsibilities:

- Maintain and develop programs that support the mission
- Oversee the daily operations of the pantry.
- Maintain positive relationships with everyone (clients, vendors, partner organizations, co-workers, and pantry board of directors)
- Open and close the building (or assign duty) on delivery or service days.
- Schedule and manage volunteers, assigning duties and redirecting as necessary.
- Train or coordinate training for new volunteers.
- Maintain organization and cleanliness of the pantry area.
- Report monthly Food Pantry numbers properly, and on time to FoodLink.
- Prepare statistics/regular reports and submit them to the Executive Director or Board of Directors monthly.
- Comfort with stewarding annual budget of \$100,000 to \$150,000
- Works with board members to develop and implement an annual fundraising plan and annual report.
- Maintain Food Pantry database, paperwork, and files.
- Develop and maintain a system for rotating shelf-stable products in the pantry, checking for expirations as well as rotating freezer and refrigerator items weekly.
- Manage product inventory.
- Place food orders for the pantry in concordance w/ budget and adhere to the budget.
- Receive deliveries from Foodlink, and other donation partners.
- Comply with all New York State and FoodLink required training and standards.
- Accept in-person donations and pass along details to Financial or Office Personnel.
- Inform the Board of any building needs in a timely manner.
- Attend monthly Board meetings to provide an oral report or provide a monthly written report to the board.
- Other duties as assigned.

Skills, Experience, Knowledge and Abilities Needed:

- High School Diploma or GED required, degree in Food Service, Hospitality, or Human Services preferred.
- Completion of FoodLink Orientation Training, Civil Rights Training and Online Food Pantry Basic Food Safety Training (training can be completed upon hire).
- Current CPR and First Aid training preferred (training can be completed upon hire).
- 2 years of experience in food pantry, restaurant, retail, or other applicable setting .
- Valid NYS Driver's license with a clean driving record required.
- Working knowledge of Department of Health requirements.
- Interpersonal skills with demonstrated ability to relate to, serve and lead people from many backgrounds, abilities and age groups.
- Strong communication, organizational, delegation and time management skills.
- Strong technological skills, i.e., Google Suite, Zoom, social media, databases etc.
- Ability to manage inventory and budgeting.
- Physical, mental and emotional stamina to maintain energy and patience during busy pantry hours.
- Ability to move boxes and bags weighing up to 50 pounds across the room.

#### Desired Characteristics:

- Self-starter who takes initiative.
- Able to take direction and give direction well.
- Able to motivate a very diverse team of volunteers.
- Has a "growth mindset" and engages in opportunities for personal and professional development.
- Able to set good personal and professional boundaries.
- Works as needed to resolve conflicts and clarify miscommunications
- Helps ensure communications with all stakeholders.

#### Non-Negotiables

- Shows respect/compassion for the poor, those with differing abilities, immigrants, people of color, the LGBTQI+ individuals, and those with mental illness.
- Keeps confidentiality for individual client, donor, and institutional information.

#### Pay & Benefits

**Salary Range:** An hourly pay range of between \$56,000 and \$62,000, depending upon experience.

**PTO:** 4-weeks on a prorated basis to reflect the employee's normal workweek. PTO begins to accrue immediately upon hire and may be used after completion of an employee's introductory period.

**Medical Insurance:** Available

**Sick Leave:** 40 hours accrued at a rate of 1 hour for every 30 hours worked until 40 hours is reached, beginning at the commencement of their employment during the first year of employment. After the first year, the 40 hours of sick leave will be front-loaded at the start of the year.

#### To Apply

Applicants should email a resume and cover letter indicating their interest to [Linc@Peoples-Pantry.org](mailto:Linc@Peoples-Pantry.org)  
Applicants will be reviewed in the order received.