

Job Title: Food Pantry Executive Director

FLSA Status: Exempt, Approximately 28-30 weekly

Reports to: The President of Board of Directors

Summary: Under the direction of the Board of Directors of Greater Things Outreach Center Inc., the Director oversees all aspects of the daily operations of the Greater Things Outreach Center, including, but not limited to:

- Assisting clients with spiritual and food needs
- Scheduling and training of volunteers
- Purchasing food and restocking
- Budgeting while maintaining quality control and cost control
- Picking up food as needed from local stores
- Working with the Treasurer of GTOC for banking: including deposits, expenditures, reconciliations and maintaining the non-profit license with the NC Secretary of State
- Reporting monthly to Second Harvest Food Bank
- Reporting quarterly to GTOC Board of Directors
- Coordination of fundraising efforts including food drives and operating funds
- While hours may vary, this position requires a high level of flexibility and initiative.

Essential Duties & Responsibilities:

1. Maintains food pantry inventory by placing orders with Second Harvest as well as purchasing food items from local vendors
2. Ensures that pantry is clean and equipment is sanitary
3. Trains, schedules and provides daily supervision of all volunteers
4. Ensures that client database and client service records are correct and updated
5. Modifies food distribution as required to support inventory
6. Calls on local businesses and churches to solicit support
7. Implements food pantry policies and procedures and updates policies with Board of Directors' approval
8. Oversees all product received from grocery stores and other donors, properly recording and maintaining records of all receipts
9. Oversees all expenditures; maintaining all required financial records required for audit purposes
10. Keeps all accounts payable and makes all banking deposits in a timely manner, as directed by the GTOC Board of Directors
11. Actively coordinates capital fund raising and food drive activities
12. Fulfills all other duties as assigned from time to time by the GTOC Board of Directors

Qualifications:

1. Demonstrated leadership and supervisory experience
2. Self-motivated, and able to work well independently, as well as in a team environment
3. Skills in verbal and written communication: the ability to plan and organize multiple work tasks, and good interpersonal communication skills are essential.
4. Fundraising, donor relations, or event coordinating experience

Education: Minimum requirement is a high school diploma, college degree preferred.

Work Experience: Leading/working in a team environment, skilled at communicating; two years of non-profit work experience is a plus.

Computer Skills: Must have working knowledge of Microsoft Word, MS Excel, MS Outlook and MS Access database software.

Supervisory Responsibility: Supervises food pantry volunteers, ensuring compliance with all policies and procedures.

Certificates & Licenses: Must have a valid North Carolina driver license with current automobile insurance. Must complete food safety training through Second Harvest Food Bank within 30 days of hire.

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. There will be some lifting, carrying, unloading and moving of food boxes, including boxes weighing 40-50 pounds. Reasonable accommodations may be made to enable individuals with disabilities or special needs to perform essential functions.

Salary & Benefits: Salary range \$26,000 – \$32,000 per year. Salary is commensurate with qualifications and experience. Greater Things Outreach Center is an equal opportunity employer.

How to Apply:

Please submit a resume and cover letter detailing your relevant experience and interest in the role of Food Pantry Executive Director to gtocfood@gmail.com

Join us in making a difference in the lives of individuals and families in need.