

EXECUTIVE DIRECTOR JOB DESCRIPTION

Qualifications

The executive director should have educational training and/or work experience in the following areas:

- Planning and implementing programs
- Organizational skills
- Volunteer experience, especially with food pantries
- Basic computer skills

Executive director must be able to relate to and show compassion for clients as well as volunteers and must be a person with discretion who is able to handle confidential information.

Executive director must have a strong faith in God and be a willing servant who is committed to fulfilling God's ministry through MannaFest.

An estimated 12-15 hours a week are spent working with MannaFest duties; some weeks with special events would take a little more time.

Responsibilities include, but are not limited to, the following:

• ***Board***

- Attend quarterly board meetings (is not a board member).
- Report to the board.
- Make proposals for new ministries or revisions to existing ministries to the board for approval.
- Participate with board in annual goal setting, budget planning and setting calendar.
- Work with committee (including previous volunteers of the year) to choose volunteer of the year; order plaque; schedule award ceremony.
- Follow the board's direction in other duties as assigned.

• **MannaFest Daily Operations**

- Check phone messages and respond as necessary.
- Keep phone recorder message updated.
- ***Check email and respond as necessary.*** (Most emails are for the treasurer.)
- ***Work with other agencies, such as Helping Hands and Center of Hope.***
- ***Seek grant funding opportunities and apply for grants.***

- *Prepare and mail annual fund drive letter in November.*
- *Prepare monthly director's report. Email to volunteers and all other interested parties.*
- *Prepare annual report, to be completed by end of January so treasurer can include it with tax letters.*
- Keep Facebook page updated and respond to messages submitted through Facebook page.
- Maintain web page. This is already being handled by Joli Parkman.

- **Special Programs**

- Thanksgiving meal delivery
- Easter flower delivery This is already being handled by Georgann Patterson.
- First Saturday delivery
- Senior boxes
- Food drives
- Other events that may occur
- *Speak at various clubs/groups/churches to promote MannaFest.*

- **Volunteers**

- Maintain current list of volunteers with contact information. Recruit new volunteers.
- Prepare & maintain pantry volunteer schedule, including special events. This is done primarily through email. Post a copy in pantry.
- E-mail volunteers with reminders and to fill openings that come up.
- *Oversee yearly food safety and civil rights training for all volunteers (to be completed by third week of January).*
- Work with stockers to revise shopping list daily.
- Write informal thank you notes on MannaFest notecards for donations, food drives, or services as appropriate.
- Send acknowledgement cards for memorial donations.

- **Maintain Pantry Forms**

- Resource lists
- Food pantry lists for Polk and surrounding counties
- Client sign-in sheet
- Application (H1555)
- Application demographics page
- Shopping list (will need 50 copies for each pantry workday)
- Temperature record

- Food labels
- Bulk items received
- Items packaged
- Gift in kind
- Walmart and Dollar General donation sheets

- ***Southeast Texas Food Bank***
 - Maintain monitor notebook as required by SETXFB.
 - Make sure all posters and notices required by SETXFB are posted in pantry.
 - Complete and file all appropriate forms with SETXFB.
 - Attend SETXFB annual agency convention, annual regional meeting, quarterly zoom meetings, and any other required meetings.
 - Prepare for yearly monitor visit (usually in February).
 - Submit monthly report.
 - Submit monthly shopping list.
 - Maintain open line of communications with SETXFB personnel.
 - Submit application for sustainability grant and/or capacity building grant as needed.

Duties above with red asterisks are ones I feel should be handled by the director. Other duties could be handled by either director or assistant director. Duties highlighted in yellow could be handled by assistant director or any volunteer who is willing.

I suggest that we recruit both a director and an assistant director, with the two dividing the duties. They could even schedule so that one works Mondays and one works Fridays if they wish.