



Position Opening: Executive Director Part-time

The Community Food Pantry, a 501(c)(3) non-profit organization located in Henderson County, is seeking a dynamic Executive Director (ED) who will act as both the organization leader and public face behind its work. The mission of the Community Food Pantry is to help address food insecurity by providing food and services to those in need, primarily individuals and families living in Henderson County and the surrounding areas in North Carolina.

The ED will be responsible for the overall management and strategic direction of the organization, overseeing operations, volunteer management, communications, fundraising, and community relations. The ED must balance hands-on management of the weekly operations of the pantry and the strategic vision needed to help the pantry grow in its capacity to meet the needs of our community.

The ED will also play a key role in community engagement, fostering strong relationships with donors, partners, community leaders, and other stakeholders. Finally, the ED collaborates with the Board of Directors and volunteers to meet the growing needs of the pantry while maintaining effective governance and compliance with all legal and ethical obligations and the requirements of partnering agencies.

KEY RESPONSIBILITIES:

Leadership and Operational Management

- **Pantry Management:** Oversee the planning, implementation, and evaluation of the organization's services, particularly the acquisition of food and resources and the weekly distribution of the food and resources to neighbors in need.
- **Partner Relationships:** Maintain requirements and expectations of Partnering Organizations, particularly Manna Foodbank.
- **Communication:** Oversee communications for the organization, including website, social media, and marketing oversight.
- **Compliance:** Ensure that the organization adheres to all legal and regulatory requirements pertaining to 501(c)(3) non-profit organizations.
- **Supervision:** Offer direction and oversight to the community of volunteers who help the pantry accomplish its mission.
- **Vision and Strategy:** Work closely with the Board of Directors to define and communicate the organization's vision and direction, and develop and implement strategies to meet those goals.
- **Community and Public Relations:** Represent the organization in the community; build and maintain relationships with partners and stakeholders.

Financial Management

- **Budgeting:** Develop and manage the organization's budget with the assistance of the Board Treasurer. Ensure financial stability and sustainability.
- **Fundraising:** Lead, oversee, and participate in fundraising efforts, including grant writing, donor cultivation, fundraising events, and stewardship.
- **Financial Reporting:** Ensure accurate and timely financial reporting to the Board and other stakeholders.

Board Administration and Support

- **Board of Directors Meeting:** Prepare for and participate in board meetings. Provide timely and accurate information to the Board.
- **Governance:** Assist the Board in the development and implementation of governance best practices.
- **Report and Accountability:** The ED is hired by the Board of Directors, reports to the Board of Directors, and is accountable to its leadership and oversight.

Compensation:

Salary of \$19,500 annually for part-time hours (10-15 hours/week)

To apply:

To apply, please send a resume and a detailed cover letter that conveys why your qualifications, skills, and experience would be a good fit for the position. Send the Resume and Cover Letter in one PDF document to kevin.stpaulsepiscopal@gmail.com.

Please, no phone calls or snail mail.

Application Deadline: October 24, 2025