



**Job Title: EBFP Executive Director**

**Job Description:** This position is responsible for the overall smooth functioning as well as promoting the mission of the East Bay Food Pantry by overseeing all areas of the internal operations and the external community networking needs. This position defines and is responsible for ensuring all Board directed organizational strategic long-term and short-term goals and objectives are met. The director is responsible for initiating and completing all organizational policies and procedures in order to meet our client needs. Among the Executive Director's roles are responsibility for fundraising, supporting staff, volunteer stewardship, strategic planning, fostering community relations and working with the board of directors to determine the future of the organization. This position is currently part-time (approximately 32 hours per week), with a flexible schedule to allow for internal and external obligations. It is expected that the Executive Director would be available at most times in the case of emergencies.

**Responsibilities & Accountabilities:**

- Leadership and management of the internal and external operations of the organization
- Management of all EBFP facilities
- Maintain compliance with all EBFP policies and procedures, including but not limited to the Financial Control Policy.
- Provide supervision, guidance and review of all EBFP department supervisors
- In partnership with the EBFP Board of Directors, assess and determine personnel restructuring needs.
- Recruitment and hiring of new staff.
- Manage all initiative, service, fundraising and community activity and regularly report progress/concerns to the board
- Research, seek and track all grant funding opportunities
- Develop and monitor all EBFP funding, data systems and research information in order to maximize the organization's operations and grant funding potential
- Maintain high public visibility. Act as EBFP's community liaison and engage with all similar community programs, donors, other community services that represent a current or possible future collaborative opportunity, all local, state and Federal representatives and agencies that provide support and funding
- Develop, implement and evaluate the Marketing and Communications Plan for the Pantry and Thrift Shop with identified Board of Director support
- Participate and assist in all fundraising activities, including but not limited to: setting the organization's annual fundraising goals as well as providing leadership by planning, organizing and executing all fundraising activities in conjunction with identified Board support (i.e. Events Committee)
- Promote a culture of mutual respect and compassion at all levels of interaction at the EBFP

**Education, Skills & Experience**

- Previous nonprofit administrative experience strongly preferred, including fundraising
- Possess the ability to communicate effectively and deal tactfully with employees, board members, customers, visitors, government agencies, and the general public. Display leadership qualities, good communication skills, and a desire to continuously learn
- Minimum of an Associate's degree along with relevant experience
- Ability to function independently with minimal supervision
- Ability to delegate and accomplish goals through volunteers
- Ability to handle crisis situations and make necessary judgements and decisions
- Must create and maintain a warm, positive environment and establish a strong rapport in and among departments so that teamwork is realized
- Must be fully vaccinated against Covid, including at least one booster

**East Bay Food Pantry is an AA/EEO/Veterans/Disabled Employer.  
Please apply for this position through [Indeed.com](https://www.indeed.com)**