



Employment Announcement – Executive Director

The Clemmons Food Pantry located in Clemmons, North Carolina is seeking to hire a part-time **Executive Director** to lead and manage day-to-day operations as a 501c3 nonprofit organization providing supplemental groceries to residents of Forsyth County. The **Executive Director** is responsible for leading and managing the operations of CFP as a nonprofit organization utilizing a team approach working with staff and the board of directors. The primary, but not limited to, management functions of CFP are related to Board Engagement and Collaboration, Financial Performance and Visibility, Nonprofit Operations, Food Pantry Operations, Personnel Administration and Staffing, Communications, Marketing, and Advocacy, Fund and Resource Development, and other duties as assigned by the Board of Directors. The position reports directly to the Board of Directors and/or Executive Committee.

Duties and Responsibilities

Board Engagement and Collaboration – work as a team with staff and the board of directors to fulfill the mission, maintain compliance, ensure program and financial stability, and protect the interest of the nonprofit organization.

Financial Performance and Visibility – work as a team with staff and the board of directors to develop and implement strategies and acquires resources sufficient to ensure positive financial health and sustainability of the organization.

Nonprofit Operations – work as a team with staff and the board of directors to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

Food Pantry Operations – work as a team with staff and the board of directors to ensure leadership and management of the food pantry day-to-day operations for long-term program solvency and sustainability.

Personnel Administration and Staffing – work as a team with staff and the board of directors to maintain and retain staff and an organizational structure that supports personnel who are responsible for the day-to-day operations of CFP.

Communications, Marketing, and Advocacy – work as a team with staff and the board of directors to implement and maintain a strategic communications and marketing approach that promotes the organization and advocacy.

Fund and Resource Development – work as a team with staff and the board of directors to manage a plan that guides and informs fundraising, grant writing, and growth in resources.



Professional Qualifications and Attributes

Minimum bachelor's degree in related field and five or more years nonprofit management experience or commensurate professional experience.

Experience working together with a nonprofit board of directors demonstrated through examples of organizational goal achievement and community impact.

High-level strategic thinking and planning and ability to envision and convey the organizations' strategic future to staff, board, volunteers, and donors.

Written, oral communication and public speaking skills.

Experience and working knowledge of grant search, writing, administration and management.

Social media and traditional media management to market and promote the organization to the public.

Track record of fostering and maintaining relationships with community leaders and community-based organizations identified as key stakeholders for resource development.

References

Provide Upon Request

Applicants

Interested applicants, submit a cover letter and resume with qualifications to: cfpexecutivedirector@gmail.com. Review of resumes will begin immediately and continue until the position is filled.