



Executive Director
Friedens Community Ministries, Inc.
(updated: FEB.2019)

Mission

A network of food pantries building ladders of peace to nourish the body, mind, and soul

Vision

**We envision a world of peace where people have enough healthy food to eat
and food pantries are no longer needed**

As the largest food pantry network in Milwaukee, Friedens Community Ministries is a stabilizing force in our neighborhoods. Since 1978, we have used a community-centered approach, accepting the responsibility of honoring individual choice by providing a variety of fresh and nutritious food options and connecting our community members to other support services. Friedens addresses the emergency food needs in Milwaukee neighborhoods with a high population of low-income households that commonly suffer from food insecurity (ETI, 2014).

Values

Peace Building

Empowering our community through connectedness, resiliency, abundance, trust, and respect, offering a place of respite from a stressful world.

Community Health

Building a community-centered approach that focuses on the physical and mental needs of individuals.

Social Justice

Supporting opportunities, human dignity, respect, and resources necessary to meet basic human needs for all.

Strategies

Nourishing the Body

By offering a dependable supply of nutritious food.

Nourishing the Mind

By providing opportunities to learn and grow, through community connectedness, volunteer engagement, and job development.

Nourishing the Soul

By creating a physical place of hospitality, which offers both spiritual and emotional peace.

Executive Director, *Friedens Community Ministries, Inc.*

The Executive Director oversees implementation of the mission and vision of Friedens Community Ministries. This entails the oversight of day-to-day operations, finance and fund development, and engagement with volunteers, partners, and donors. The Executive Director reports to the Board of Directors.

Major Duties:

Fund Development/Grants

- Seeks out, cultivates, and converts relationships with potential/new donors into reliable funding sources
- Strengthens existing donor relationships to increase financial commitments
- Researches and writes grant proposals, grant reports, and fundraising communications
- Ensures compliance with donors' and grantors' gift restrictions

Maintain and Expand Strategic Partnerships

- Communicates mission/vision and values to partners and donors, identifying opportunities for collaboration and articulating strategic objectives
- Networks with other food related agencies and organizations to cultivate relationships and share best practices
- Coordinates provision of support services by partner organizations, expanding outreach and increasing the community's access to available resources

Budget and Fiscal Affairs

- Prepares and adheres to annual budget and manages daily financial affairs
- Makes responsible financial decisions to ensure that sufficient funds are available for continued operation of the pantries at consistent service levels
- Maintains client, employee, volunteer, and donor records and confidentiality

Liaison to Board of Directors

- Prepares bi-monthly progress reports and provides updates at Board of Directors (BOD), bi-monthly meetings or as needed
- Organizes and attends all BOD planning and committee meetings
- Participates in strategic planning sessions
- Identifies and communicates the acute needs of the organization to the BOD

Day to Day Operations:

Locations

- Oversees Food Pantry operations at Friedens' 4 Milwaukee locations
- Serves as primary contact with building owners/managers and oversees space and equipment maintenance

Staff/Volunteers/Students

- Manages staff (2), AmeriCorps Volunteer Managers (2), and Volunteers (2,500+)

- Oversees orientations, job training, and skill building experiences of staff, volunteers, and students

Food Procurement and Program Administration

- Ensures compliance with all relevant federal, state, and local laws/regulations
- Implements and ensures adherence to food pantry policies and procedures
- Monitors alignment of procedures with the forms and reports required by governmental and funding agencies
- Ensures compliance with TEFAP/HTF (i.e., paperwork, cleanliness, etc.)
- Maintains community member database, volunteer logs, donor database, and other information for reporting purposes

Communications and Technology

- Creates/updates marketing materials, mailings, and website to strengthen connections with community members, partners, volunteers, and donors
- Maintains and curates a relevant social media presence for the organization to improve exposure and name recognition
- Demonstrates operational capacity for use of relevant software (e.g., Google for Nonprofits, Salesforce, Little Green Light CRM, Canvas or Photoshop, etc.)

Required Knowledge, Skills and Abilities:

- Minimum of 3 years' experience in A) personnel and operations management and/or B) fund development, sales, or marketing
- Excellent verbal and written communication skills (particularly directed toward marketing, sales, and/or fundraising) for public speaking and grant writing
- Ability to relate and interact comfortably with a diverse range of people, including community members, partners, and donors
- Ability to maintain working relationships with support organizations and leaders
- Willingness to learn, adapt, and grow in a dynamic environment, managing personal development needs
- Must possess a valid Wisconsin driver's license and a clean driving record with no moving violations in the past 3 years
- Bachelor or Associate degree (preferred)
- Experience with food procurement, food preparation, food safety, and menu planning using the USDA/FDA Food Safety Standards, Dietary Guidelines for Americans, and the Choose MyPlate Food Guide (preferred)
- Familiarity with Google for Nonprofits, Salesforce, Little Green Light CRM, Canvas or Photoshop, and Microsoft Office suite (preferred)

Physical Demands:

- Able to climb stairs
- Able to ambulate without the aid of an assistive device
- Ability to perform activities as back-up for food distribution staff (preferred):
 - lift up to 50 pounds for periods of 1-4 hours at a time
 - load/unload a van (up/down & bending)
 - push a loaded dolly
 - operate an electric pallet jack

Position Overview:

- Full Time salaried position: \$45-50K + possible performance bonus
- Benefits include individual health and dental insurance and PTO after 90 days
- Paid Time Off accrued each pay period at 5 hours, equaling 120 hours over a year
- Seven paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day
- 6 months probationary period

To apply for this position, please send your resume or CV with a cover letter to: jobs@FriedensPantry.org