



## **AURORA AREA INTERFAITH FOOD PANTRY EXECUTIVE DIRECTOR**

### **Position Overview:**

Aurora Area Interfaith Food Pantry (Aurora Food Pantry) is seeking a new Executive Director. This is a full-time salaried position located in Aurora, Illinois. The Executive Director of the Aurora Food Pantry works under and with the guidance of the Board of Directors and in accordance with the Pantry's articles of incorporation and bylaws. The Executive Director will plan, organize and exercise control over operations of the Pantry including strategic planning, resource development, asset management oversight and day-to-day operations.

For 39 years, Aurora Food Pantry has helped reduce food insecurity and hunger and their negative impact on the individuals who experience them and the community as a whole, by making nourishing food accessible to anyone in need in a humanitarian and compassionate manner. Food is available at the organization's professional, client-choice pantry, as well as through several special programs that address the needs of low-income school children and senior citizens. Aurora Food Pantry provides value-added services to its clients through collaborations and partnerships with leading businesses, nonprofit organizations, churches, service organizations, and schools.

AAIFP has a Board of 11 members, an Advisory Board of 21 members, 9 full-time staff including the Executive Director and 1 part-time grant writer. Two independent contractors serve as Grant Writer and Researcher and Pantry Master Gardener. During normal times, the AAIFP has 500 direct service volunteers (40 per day). Due to Covid 19, the AAIFP has been operating with a small group of core volunteers and staff to distribute food using a no contact, drive-through distribution model. The AAIFP will continue to use that model until the State reaches phase 5 of its pandemic response plan. During the pandemic period, the Pantry has served 52,000+ households and distributed over 3,381,000 pounds of food . . . a 400% increase over the clients served and food distributed in the Pantry's regular in-house market distributions.

### **Responsibilities:**

The Executive Director's primary role is to plan for and administer programs that fulfill Aurora Food Pantry's mission of helping end local hunger by ensuring that everyone has access to enough nourishing food, thereby helping our overall community stay healthy and productive.

Director's general responsibilities are as follows:

1. Implement Pantry policies and procedures established by the Board of Directors.
2. Establish a strong collaborative working relationship with the Board President.
3. In collaboration with the Board of Directors, promote Pantry financial stability as a 501.c.3 nonprofit corporation by mutually developing an annual operational budget, safeguarding Pantry capital assets, ensuring the timely preparation of monthly board reports and financial statements and providing the documentation for an annual Pantry audit and IRS Form 990.

4. Work with the Board of Directors on strategic planning and long-term financial forecasting to ensure the provision of ongoing, responsive and effective Pantry programming. Manage program implementation including budgeting, staffing, and overall operational oversight.
5. Fundraise adequate operational resources for Aurora Food Pantry programs by managing relationships with donors and sponsors to secure gifts and grants in collaboration with the Pantry Development Manager.
6. Be highly engaged and community-oriented in educating the public about Aurora Food Pantry programs, the needs they serve and how they benefit the community, and serve as the interface with the media, donors and other groups.
7. Maintain market awareness of key trends to anticipate future needs and develop new programs/partnerships that best meet those needs.
8. Hire, develop, motivate and mentor Pantry staff and act as their liaison to the Board of Directors. With the Board President, ensure the appropriate lines of communication between staff and Board members.
9. Provide overall management of the Pantry's volunteer network and serve as the network's liaison to the Board of Directors.

### **Qualifications:**

#### Desired personality attributes:

- Intelligence and common sense
- Problem-solving mindset
- Compassion and empathy
- Versatility, adaptability and flexibility
- Personal drive, energy and engagement
- Strong set of interpersonal and communication skills
- High level of sociability

#### Desired leadership skills include ability to:

- Maintain an external focus by creating innovative solutions and fostering wide-ranging stakeholder relationships.
- Deliver results through skillfully allocating resources, driving accountability and establishing operational excellence.
- Set strategy and exemplify a continuous improvement mindset.
- Take ownership for decisions and initiative for actions.
- Manage through complex and ambiguous circumstances.
- Build strong teams by developing, motivating and engaging others.

#### Desired Professional Experiences include having:

- Worked with a nonprofit board of directors and has an understanding of non-profit organizations and their unique governance structure.
- Managed key stakeholder relationships in the community, including with individual and institutional donors, clients, vendors, sponsors and partners.
- Managed volunteers and staff.
- Been visible in the community, conducted public speaking and worked with the media.
- Successfully developed and rolled out new programs/initiatives.
- Managed organization finances and facilities.

Requirements:

- An undergraduate degree (masters degree preferred) and at least five years of professional nonprofit experience, including some at a senior level
- Valid driver's license and insured automobile
- Knowledge of and relationships within the Fox River Valley – local candidates highly preferred

**Salary:** Competitive and commensurate with experience

**Benefits:** 2 weeks' vacation with progressive increases based on length of service; 6 days PTO; 3 days bereavement benefit; health and vision insurance with employer premium contribution; dental insurance option; 12 scheduled holidays; and a 401k savings plan,

**Nominations/Applications:** For confidential consideration, please forward cover letter, salary requirements and resume to:

David Bohman  
President  
Board of Directors  
bohmand@gmail.com  
No phone calls please