



Walker Area Food Shelf

8243 Industrial Park Rd. Walker, MN 56484

POSITION TITLE: Executive Director

FSLA STATUS: Full Time Exempt (will consider 2 part-time positions)

Looking for a compassionate individual to become the Executive Director of our well-established Food Shelf. The Walker Area Food Shelf (WAFS) has an active board and volunteer base. We are looking for an enthusiastic, flexible individual to become part of our team.

WORK SCHEDULE: *Monday through Friday with 1 evening a month and other occasional evenings and weekends.*

Benefits:

Salary \$45,000 - \$55,000; commensurate with experience

6 paid holidays, 1 week vacation after 1 year, 2 weeks years 2-5, 3 weeks after 5 years
\$200 a month towards healthcare costs

JOB DESCRIPTION

To manage and supervise all operations of the WAFS to ensure successful functioning. Ultimately responsible for completion of all WAFS functions, either through collaboration with the Board of Directors, delegation to volunteers, monitoring of service providers or personal completion of tasks.

- **FOOD MANAGEMENT AND DISTRIBUTION**
 - Directly supervise food distribution during hours the Food Shelf is open to the public
 - Monitor inventory of food and personal care products to ensure well-balanced supply of food available each week.
 - Order food, personal care products and baby items to maintain stock
- **VOLUNTEER MANAGEMENT**
 - Recruit, train and supervise volunteers; delegate appropriate tasks to volunteers and monitor completion
- **CLERICAL**
 - Maintain confidentiality of client information, collect accurate necessary data and submit required reports.

- **FUNDRAISING**
 - Continually monitor for funding opportunities and apply for appropriate funding and grants
 - Foster relationships with local/regional businesses and churches for potential financial support and partnerships
 - Plan, manage and work at fundraising activities

- **MARKETING:**
 - Maintain social media presence, update website and Facebook sites
 - Write articles for the local papers and churches to keep the public updated about the operations at the Food Shelf
 - Speak with groups, organizations, businesses, and churches about WAFS operations, needs and updates.

- **BOARD RELATIONS:**
 - Collaborate with Board members regarding operations, fundraising, marketing, budgeting, and strategic planning
 - Attend monthly Board meetings

- **OTHER**
 - Other duties as assigned

QUALIFICATIONS

- Education, Training and/or Experience
 - High School Diploma
 - Experience with Computer based programs such as Microsoft Office and/or Google Suite
 - Management Training, experience or skills preferred
 - Experience in Nonprofit Organization preferred
 - Simple Grant writing or Fundraising experience preferred

- Knowledge, Skills and/or Abilities
 - Skilled in public relations, organization, collaboration and coordination
 - Ability to work independently

- Ability to establish and maintain positive relationships with clients, Board members, volunteers, donors and others
- Ability to communicate effectively
- Ability to effectively supervise volunteers

PHYSICAL JOB REQUIREMENTS

To fulfill job requirements, employee must be able to perform key physical tasks for extended periods of time.

- In a typical eight- hour day, employee will:
 - Stand/walk up to six hours a day
 - Sit up to four hours a day
 - Occasionally support up to 50 pounds
 - Occasionally lift/carry up to 15 pounds