



Executive Director Responsibilities

Oversee the development and implementation of all programs

- Develop and implement annual operating plans for all food distribution programs including Mobile Markets and Backpack Program.
- Develop and oversee strategies to expand the organization's impact on access to healthy food for all Salem residents.
- Track and assess the impact of each program.

Ensure the financial stability of the organization

- Develop and execute a comprehensive fundraising plan from public and private funding sources, including grant writing and corporate support.
- Prepare the annual operating budget for Board approval and prepare quarterly forecasts.
- Oversee financial operations and accounting; supervise the annual audit.

Develop and manage the staff

- Prepare job descriptions and a 3 year hiring plan.
- Develop a plan to create and manage a robust volunteer pool and oversee their scheduling.
- Ensure compliance with all laws and regulations affecting operations.

Lead external relations

- Represent the organization and its mission to the public, the media, partners, donors, government and other organizations.
- Form collaborative working relationships with local organizations to leverage the Pantry's competencies and increase its impact.
- Oversee development of website content, social media, donor newsletters and appeals, grant proposals and reports, direct mail, press releases, annual reports and other marketing materials.

Organizational development

- Work with Board to develop a strategic plan and develop the resources, staff and processes to meet the annual objectives. Track progress against agreed objectives quarterly.
- Define and communicate the organization's core values and mission to all stakeholders.
- In collaboration with the President, determine agendas for Board meetings.
- In collaboration with the Board, identify potential new Board members



Salem Pantry Executive Director Competencies

- Entrepreneurial Spirit - ability to work in a start-up organization; motivated self-starter with a “can do” attitude. Ability to be flexible and adapt to changing circumstances. Ability to work a flexible schedule.
- Communication- ability to communicate the vision and strategy of the Salem Pantry to donors, volunteers, foundations and corporate and community partners. Experience using social media and fluency in Spanish a plus.
- Collaboration - ability to develop partnerships with other community nonprofit organizations and businesses to increase the impact of the Salem Pantry.
- Management - ability to define and organize work processes and manage staff, Board members, volunteers and collaborators to accomplish specific objectives.
- Finance - ability to create an annual budget and monthly financial forecasts. Ability to raise funds from local and regional donors. Experience with Excel and Quickbooks accounting a plus. Prior grant writing experience a plus.