

## Executive Director – Table of Grace

**Position Type:** Full-Time, Exempt

**Reports To:** Table of Grace Board of Directors

**Location:** Tuscaloosa, Alabama

Interested candidates should submit a resume and cover letter to [president@togpantry.org](mailto:president@togpantry.org) by December 5, 2025.

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### About the Organization

Historically a ministry of Grace Presbyterian Church, Table of Grace was formed as a 501(c)(3) non-profit organization for the purpose of continuing the ministry as a community-based organization dedicated to fighting food insecurity and fostering dignity, stability, and empowerment for individuals and families in need.

Opened in 2023, Table of Grace is the first client-choice, market-style food pantry in West Alabama. We serve nearly 3,000 individuals each month, distributing approximately 35,000 pounds of food sourced from the USDA-accredited West Alabama Food Bank, community donations, and food rescue partnerships. With just one paid staff member, a pantry operations manager, and the support of 90 monthly volunteers, Table of Grace provides vital relief to neighbors in need, while upholding dignity, agency, and respect in every interaction. Our work is essential to thousands of families who depend on reliable, consistent access to food.

We are entering an exciting new chapter of growth and development—building systems, partnerships, and leadership capacity to expand our impact in the community.

**In the spirit of togetherness, Table of Grace works to end food insecurity and promote community in West Alabama.**

*“I was hungry and you gave me food to eat. I was thirsty and you gave me a drink. I was a stranger and you welcomed me.” Matthew 25:35*

Table of Grace is guided by these beliefs:

- Feeding people should always involve dignity and human connection.
- People deserve to have agency over what they eat, when, and how.
- Together we are stronger: we collaborate with individuals and organizations seeking to amplify their impact in tackling food injustice.
- Education is a mutual and essential element of expanding food justice work.
- Community is ever-evolving, inclusive, and expansive.
- Beauty, peace, and conversation guide our aesthetic and programming.

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## Position Summary

The **Executive Director (ED)** will serve as the chief leader, strategist, and ambassador of Table of Grace. The ED will be responsible for shaping and executing a vision for growth—both operationally and financially—by strengthening community partnerships, building a capable and inspired team, and establishing a sustainable model for the future. This role is ideal for a visionary, hands-on leader who thrives in working with a team, building from a blank slate, developing people, and creating long-term organizational capacity. This position works closely with the Board of Directors to guide Table of Grace into its next chapter.

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## Key Responsibilities

### Leadership & People Management

- Foster a collaborative, mission-driven culture grounded in respect, inclusion, and empowerment.
- Recruit, mentor, and develop staff and volunteers, equipping them for leadership and ownership of their roles.
- Create and implement systems and processes that ensure effective communication, accountability, and team development.
- Conduct performance evaluations and handle all human resources functions.
- Work closely with the Board of Directors to align strategy, vision, and operations.

### Strategic Fundraising & Resource Development

- Design and execute a comprehensive fundraising strategy that includes individual giving, grants, corporate sponsorships, events, and community partnerships.
- Cultivate strong relationships with donors, partners, and local stakeholders.
- Build organizational capacity for future fundraising by training staff and volunteers in donor stewardship and community engagement.
- Identify and pursue innovative revenue-generating opportunities to ensure long-term sustainability.

### Program & Operations Management

- Oversee day-to-day operations of the food pantry, ensuring efficient, equitable, and client-centered service delivery.
- Establish measurable goals and outcomes to evaluate program impact.
- Manage budgets, financial reporting, and compliance with all regulatory requirements.

- Champion best practices in food safety, volunteer management, and resource distribution.
- Ensure compliance with all federal, state, and local regulations and maintain official records.

### **Community Engagement & Vision Building**

- Serve as the public face and chief advocate of Table of Grace.
  - Build and nurture partnerships with community organizations, faith groups, local government, and businesses.
  - Lead the organization in identifying emerging needs and developing creative solutions that respond to community change.
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### **Qualifications**

- Proven leadership experience (5+ years) in nonprofit management, social services, or community development.
- Demonstrated success in people management, fundraising, and strategic planning.
- Exceptional interpersonal and communication skills with the ability to inspire and mobilize others.
- Strong organizational skills, including the ability to design systems from the ground up.
- Experience working with a Board of Directors and diverse community stakeholders.
- Bachelor's degree required; Master's degree in nonprofit management, business, or a related field preferred.

### **Personal Attributes**

- Visionary and entrepreneurial spirit—comfortable with ambiguity and excited to build new structures.
  - A natural mentor and team-builder who believes in developing others.
  - Authentic passion for food justice, community empowerment, and equity.
  - Strategic thinker with a practical mindset and the ability to turn vision into action.
  - A person whose values are compatible with and who is comfortable leading a faith-based organization.
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### **Compensation & Benefits**

The Executive Director will receive a competitive base salary commensurate with experience and comparable nonprofit benchmarks for similar-sized organizations.

**Performance-Based Incentive:**

In addition to the base salary, the Executive Director will be eligible for an annual performance incentive based on fundraising growth and achievement of strategic objectives approved by the Board of Directors.

This incentive structure is intended to reward sustainable development and mission-aligned results, rather than individual commissions on gifts. Incentives will be based on criteria such as:

- Year-over-year increases in total funds raised;
- Diversification of funding sources (e.g., grants, individual giving, corporate partnerships);
- Building organizational fundraising capacity (e.g., donor retention, staff and volunteer training, new systems or partnerships established).

The incentive amount will be determined annually as a percentage of the organization's fundraising growth or a flat bonus tied to defined benchmarks, as approved by the Board's Executive Committee.