

Food Pantry Ministry Director
St James Episcopal Church

Application Deadline: 10/10/2020

Please send Resume, Cover Letter, and References emailed to rgsantafe@gmail.com
Applications will be reviewed by the Food Pantry Advisory Committee and a list of finalist will be given to the Rector and Vestry of St. James for final interviews.

Background: The Saint James Food Pantry has been in existence for close to 50 years. It is the largest Outreach mission of St James Episcopal Church. This role is a full-time employee of St James and a salaried position with full benefits. It will report directly to the Rector and the Food Pantry Liaison who is a member of the Vestry of St James Episcopal Church. There is also a Food Pantry Advisory Board, to whom the Manager will report.

JOB TITLE: Director of Food Pantry Ministries

The St James Food Pantry is the one of the largest outreach organizations in Northern New Mexico. The mission is to provide supplemental food for the hungry in Taos and Taos County. It has been in operation for almost 30 years and is supported strictly by donations or grants. Less than 2 percent of the assets are used for non-food supplies and administration.

GENERAL JOB DESCRIPTION

The Director of the St James Food Pantry is responsible for developing and directing all operations of the Food pantry, including volunteers, client support, workflow, inventory, ordering, budgeting, accounting and reporting results and expenses of the Food Pantry.

MAJOR DUTIES AND RESPONSIBILITIES

Direct all operations of St James Food Pantry

Understand and care for clients of the food pantry

Develop a reliable group of volunteers and manage volunteer responsibilities

Develop and maintain working relations with suppliers

Ensure adherence to requirements set by suppliers, and health organizations

Develop and maintain relations with community leaders and other food banks in the area

Procure food and supplies for the operations

Develop and manage budget

Maintain detailed records of expenses

Track all donations and respond with thank you notes

Understand and care for the Clients of the Food Pantry

Identify and Develop fund raising opportunities

Seek and respond to available grants

MINOR DUTIES AND RESPONSIBILITIES

Ensure the organization and cleanliness of the spaces used by the Food pantry
Develop a full understanding of quantity and quality of food necessary each week; maintain inventory
Maintain inventory of supplies needed
Maintain list of volunteers and contact information

QUALIFICATIONS FOR THE JOB

Leadership and management skills
Ability to create effective teams and ensure morale
Effective communication skills
Computer literacy and knowledge of Excel, Word and Power Point
Competence in Quickbooks
Accounting Acumen
Organizational efficiency
Management and Leadership skills

Experience:

Worked in a leadership role
Worked in a volunteer, non-profit organization
Proven multitasking orientation
Experience in maintaining calm conflict management
Developed and managed budget
Timeliness

Other:

A true desire to help others
Ability to develop effective relationships with people from all walks of life
Empathy
A demonstrated flexibility

KEY COMPETENCIES

Interpersonal Skills
Effective speaking
Computer skills
Analytical skills
Writing skills (Grants, Thank you notes, Reporting
Humility

PHYSICAL REQUIREMENTS

Ability to maintain high energy level
Some small lifting