

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](mailto: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