



The **FOOD**  
**Pantry**  
SERVING WAUKESHA COUNTY

**Executive Director  
Impact Description  
May 2023**

## Organization and Position Overview

The FOOD Pantry Serving Waukesha County (FPWC) is a nonprofit community organization dedicated to providing food to the many Waukesha County residents who go hungry every day and eventually eliminate hunger from the county. The organization started in 1978 in the basement of a volunteer's home, and we now serve over 5,700 residents a month and foster compassion and hope throughout the community. Waukesha is Wisconsin's third most populated county, and the number is only growing, meaning there are new clients every day. The FPWC assists mostly children, underemployed individuals who are not making a living wage, senior citizens, and people who have fallen on tough times. When people's income cannot cover all housing, medical, grocery, and emergency expenses, healthy food is often sacrificed, which can lead to health issues, isolation, and more struggle. In addition to food, FPWC provides goods and services, and works with clients to make them more self-sufficient. FPWC provides nutritious food and supportive services to people in need, helping to make Waukesha County a vibrant place to live and work for all and improving the well-being of the community, one person at a time. FPWC provides food, hope, and dignity to county residents in need and advocates increasing awareness of hunger through community partnerships.

The Executive Director (ED) is a dynamic and dedicated leader who is responsible for oversight of all operations of the FPWC with the primary task of carrying out the mission and vision of the FPWC. The ED serves as the organization's chief executive and represents the organization to the public. They make recommendations to the Board of Directors regarding organizational plans and policies. The ED plans and directs organizational objectives according to the Board of Directors' wishes and the agency's by-laws.

### Our Values

**Dignity:** we treat our clients, donors, and volunteers with respect, fairness, honor, and confidentiality.

**Stewardship:** Through operational excellence we maximize the resources entrusted to us by the community.

**Advocacy:** We work collaboratively within the community to end hunger and food insecurity on behalf of our clients.

**Education:** We provide information to our clients about available resources within the community. We also inform the public about hunger and food insecurity in our community.

**Community:** Through collaboration with our clients, our volunteers, our donors, and everyone The FOOD Pantry impacts, we build a stronger society for today, tomorrow, and the future.

**Nutrition:** We provide a variety of wholesome food for our clients so they may lead healthy and productive lives.

To learn more, please visit us at: <https://www.waukeshafoodpantry.org/>.



## Essential Responsibilities

### Staff and Volunteer Management and Support

- Create and maintain a personnel manual for reference by employees & Board of Directors.
- Conduct an annual performance appraisal for all paid employees.
- Recruit, hire and support all personnel related matters for paid employees.
- Provide direction and training to strengthen the staff and the organization overall.
- Work with the staff to solicit, train and maintain the volunteers needed to run The Food Pantry.
- Foster a diverse, collaborative, and respectful work environment for all staff and volunteers.

### Fiscal Oversight and Fund Development

- With the treasurer, create an annual budget and submit it to the Finance, Facilities and Technology Committee and Board of Directors prior to the end of the fiscal year.
- Maintain and manage expenses employing generally accepted accounting principles and audit recommendations.
- Write and/or coordinate grant proposals to ensure adequate funding for food and programs.
- Consistently work to secure funding through diverse channels.
- Oversee internal and external special events.
- Work with the Communication and Development Committee to publicize FPWC needs and promote fund-raising events.
- Compose letters of solicitation for corporate, congregational, organizational, and individual donations.
- Develop and review (as necessary) contracts and Memorandums of Understanding.
- Approve and monitor all appropriate grants and contracts.


















### Public Education and Community Outreach

- Increase community awareness, collaborate with professionals and with the public.
- Provide community outreach, public education, and advocacy for those facing food insecurity in Waukesha County.
- Maintain involvement in the community through collaboration and presence.
- Represents the FPWC in professional organizations and committees.
- Expand into new markets while maintaining the integrity, vision, and philosophy of the FPWC.

### Board and Committee Relations

- Prepare monthly activity reports for Board of Directors Meetings.
- Serve as an ex-officio member of the Executive Committee and attend all meetings.
- Work closely with the Program Services Committee to develop new programs to meet the needs of the community.
- Work with Communication and Development Committee to publicize needs and promote fund-raising events.
- Cultivate, train, and steward new board members.

## Qualifications, Abilities, and Experiences

-  Commitment to the vision of a future without hunger in Waukesha County.
-  Familiarity and/or experience with issues that impact the lives of people in poverty.
-  An inclusive and collaborative approach to leadership; Enjoy interacting with clients.
-  Demonstrated success with volunteer recruitment and recognition.
-  Experience with donor relations, fund development/ resource generation - grant writing and procurement is a plus.
-  Ability to work independently and cooperatively with staff, volunteers, and clients in a culturally diverse environment.
-  Experience creating and successfully managing budgets.
-  Ability to work a flexible schedule for occasional special events and meetings.
-  Experience in volunteer engagement, recruitment, and training, preferably with a nonprofit organization.
-  Effective leadership and team building skills required.
-  Highly developed organizational skills and able to manage multiple priorities.
-  Analytical thinking, goal and priority setting, problem solving, follow through skills.
-  Strong critical thinking and logistical skill to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches.
-  College degree or commensurate experience required.
-  5 + years of experience in a senior leadership role supervising staff.
-  Excellent written and oral communication skills
-  Must possess a valid drivers' license.

## Instructions for Applicants

Interested applicants can email the following items, combined into one document, to [FPWC@leadingtransitions.com](mailto:FPWC@leadingtransitions.com) no later than **1:00 p.m. CT June 28, 2023**: A letter describing your qualifications for this position and your interest in the FOOD Pantry Serving Waukesha County's mission, a detailed and updated resume and the names of, your relationship to, and the contact information for, three professional references.

\*References will not be contacted without candidate permission.

## The FOOD Pantry Commitments

The FOOD Pantry Serving Waukesha County has a longstanding commitment to serve as a caring, welcoming agency which embraces diversity. We view diversity as the foundation for a rich and thriving community. We value the many qualities that make each person unique and welcome the different experiences and perspectives that help us fight to end hunger within our county. We strive to include diversity, equity, and inclusion practices at the center of our daily work and are resolved that this is reflected through our policies, training, education, and programming.

- Health insurance is offered following the satisfactory completion of a 60-day introductory period. FPWC currently offers a single plan and pays 75% of the premium and provides a \$2,000 annual HSA payment.
- Vision and dental insurance and a \$150,000 life insurance policy are also offered at no cost to the employee after the satisfactory completion of a 60-day introductory period.
- A 401(k) program is offered with an automatic 3% organization match.
- The annual salary range for this position begins at \$90K.
- All offers of employment are contingent upon clear results of thorough background and reference checks.
- All inquiries about, and interactions with, candidates are kept in strict confidence.
- FPWC is an equal opportunity provider.
- This position will remain open until filled.



*Leading Transitions is committed to the vitality and growth of mission-based, nonprofit, philanthropic, and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring new diverse opportunities.*