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| **Sibley County FoodShare** |  |

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| **I. Identifying Information:** | |
| Job Title: | Food Shelf Director |
| Supervisor: | Board of Directors |

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| **II. Job Summary:** |

The Food Shelf Director provides strategic vision, leadership, fundraising and general management for the food shelf. The Director reports to the Board of Directors and is responsible for the organization’s consistent achievement of its mission and financial objectives. The Director will develop relationships with and win the confidence of a range of stakeholders, including grant funders, local organizations, donors, government officials, volunteers, staff and partners. The Director leads and directs Sibley County FoodShare volunteers, ensuring that all customers have a dignified, respectful experience when interacting with SCFS.

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| **III. Core Job Functions:** |

* Build and sustain a comprehensive fundraising program across a full range of funding sources, including individuals, corporations, foundations and government.
* Coordinate grants, including identifying grant opportunities, submitting applications, and managing grant requirements.
* Coordinate promotion and outreach of all aspects of SCFS, including managing of the SCFS website and social media.
* Arrange and supervise SCFS volunteers. This includes groups that volunteer at the food shelf. Ensure proper training and policies are in place.
* Maintain appropriate record-keeping and reporting. This includes, customer intake, data entry, donation records, SecondHarvest and other funder reports.
* Ensure SuperShelf standards are being upheld throughout the entire shopping experience. This includes managing food shelf inventory and ensuring adequate variety and amount of food available to customers.
* Ensure relationships with customers, donors, volunteers, and the community at large are handled in a manner consistent with SCFS’s values, mission, and strategic objectives.
* Provide vision, long-term planning, and lead implementation of the SCFS strategic plan.
* Execute and/or coordinate special projects at the direction of the SCFS Board of Directors.
* Other duties as assigned by the SCFS Board of Directors.

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| **IV. Position Requirements:** |

**A. Education and Experience**

1. Minimum of high school diploma or GED required. Associate’s degree or applicable work experience preferred.
2. Demonstrated ability to work with families and individuals of diverse ethnic, economic, racial, religious, sexual orientation and cultural backgrounds.
3. Demonstrated ability to balance multiple projects and priorities.
4. Demonstrated ability to work independently with little supervision in a fast pace environment.

**B. Skills, Knowledge and Abilities**

1. Demonstrated commitment to our core mission.
2. Excellent interpersonal, verbal and written communication skills.
3. Strong computer skills (including Microsoft Office, Internet and e-mail).
4. Able to work evenings and occasional weekends.
5. Must possess a valid driver’s license, and reliable means of transportation and pass a criminal background check.
6. Excellent relationship and problem-solving skills.
7. Excellent staff coordination and leadership skills.
8. Awareness of financial, budgetary and reporting procedures for non-profits.
9. Creative and flexible in responding to changing priorities and emerging needs.
10. Ability to create, build and manage partnerships with an array of groups and individuals.
11. Punctual and dependable.
12. Can manage time effectively, prioritize and meet deadlines and manage several activities simultaneously.
13. Can work independently and take initiative.

**C. Licenses and/or Certifications**

N/A

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| **V. Working Conditions and Environment:** |

This position is located in a food shelf setting. The building is accessible and smoke free. This position works during normal business hours and includes evening and/or weekend hours.

All agency employees must be able to work effectively in a mission-driven agency whose customers, volunteers and staff exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality, and religion.

Ability to lift up to 40 pounds.