

The Lander Care and Share Food Bank board of directors is announcing the position of Executive Director. The following Vacancy Announcement gives details and how to apply for this position.

The mission of The Lander Care and Share Food bank is to provide emergency food assistance to those in need, regardless of income. Almost 1 in 5 people in Fremont County, Wy are food insecure. We provide food assistance to between 1000 and 1800 people per month. We are seeking a highly qualified individual as an independent contractor to serve as our executive director and to lead the operation of the Lander Care and Share Food Bank. This is a part time position which currently averages 20-25 hours per week.

Executive Director Job Description

Job Responsibilities:

Operational Management

1. Recruit, manage, motivate, evaluate and retain volunteers to produce organizational results.
2. Promote active and broad participation by volunteers in all areas of the organization's work.
3. Order, receive, and maintain food inventory.
4. Distribute food to clients.
5. Document daily activities, maintain official records and documents, and ensure compliance with federal, state, and local regulations.
6. Oversee the design, marketing, promotion, delivery, and quality of programs, products and services. This includes food supply, access, and distribution.
7. Maintain all databases accounting for food distributed.
8. Assure that the facilities and property are maintained to ensure a safe and clean working environment for volunteers and that equipment is adequately maintained and kept current to process inventory.
9. Be available after hours for deliveries and other food bank business.

Marketing and Communications

1. Publicize the activities of the organization, its programs and goals.
2. Establish sound working relationships and cooperative relationships with community groups and organizations in the county and state.
3. Help coordinate food drives.
4. Ensure a robust website, and annual report that summarizes the organization's accomplishments, and recognizes its volunteers and donors.

Budget and Finance

1. Work with the board in preparing a budget and see that the organization operates within budget guidelines.
2. Maintain a record of all donations.
3. Work with the board to pay bills and maintain record off transactions.

Development

1. Actively seek funding opportunities and grants. Oversee organization and execution of special events.
2. When necessary organize fund drives.

3. Work with the board to find and apply for grants to further the mission.
4. Conduct official correspondence of the organization including thanking donors.

Board Relations

1. Work closely with the board Chair or designated board member.
2. Assist the board chair in planning the agenda and materials for board meetings.
3. See that the board is kept informed of day to day activities of the organization.
4. Attend board meetings and provide formal updates.

Skills Required:

1. Demonstrated ability to be self motivated and self directed.
2. Ability to prioritize and multi-task successfully.
3. Ability to collaborate well and be a team player.
4. Proficiency in the use of computers for word processing, financial management and google suite. Able to do basic router and software troubleshooting.
5. High degree of emotional intelligence and the ability to welcome a diverse group of volunteers and clients with respect.
6. Demonstrated excellence in organizational, communication, and leadership skills.
7. Experience and/or desire to work in a community setting.
8. Ability to write and apply for grants.

Benefits

Annual Contract for \$24,000 - \$30,000 per year depending on experience.

Start Date

By Mid February 2025 to be trained by current or former directors. Position open until filled.

The Lander Care and Share Food Bank is an equal opportunity employer and provider. We adhere to the USDA's non discrimination guidelines.

<https://www.usda.gov/non-discrimination> statement.

Interested applicants should submit a cover letter and resume to landerfoodbank@gmail.com.

Applicants should be ready to provide references upon request. Any offer for employment will be contingent upon a successful background check.