



## Seeking an Interim Executive Director

We are currently seeking an Interim Executive Director who will help manage operations of the pantry throughout the transition period from present until July 1, 2019. This is a volunteer, part-time position. The interim position is not a funded position but will provide an individual with valuable experience and mentorship in a growing, high functioning non-profit corporation.

### Interim Executive Director

**Reports To:** The Peach's Pantry Board of Directors.

**Job Overview:** The Executive Director is responsible for the leadership and management of the organization in accordance with the strategic direction set by the Board of Directors. Oversees all operations positions and activities. Responsible for the acquisition of funding, fostering relationships throughout the community, financial management, and preparing report deliverables to the Board of Directors.

### Responsibilities and Duties:

- Setup, development, and management of fundraising activities to include direct solicitation from local businesses and community members, grant writing and application, web-based fundraising, and fundraising events.
- Works with Board in order to fulfill the non-profit corporation's mission and vision.
- Attends meetings with the Board of Directors to report on organization activity, financial performance, and other deliverables as assigned by the Board of Directors.
- Maintains high degree of public visibility and positive relationships through attendance to local events, service clubs, and the faith community.
- Manages/Oversees all day to day operations of the organization.
- Setup, development, and management of food-based donations to include direct solicitation from local businesses, community members, vendors, and Southern Arizona Community Food Bank, and other Food Drive events.

- Recruits/Screens all incoming operations personnel.
- Creates/Manages all financial activities and reports.
- Prepares/Submits all organizational legal documents to include but not limited to Insurance, property management documents, utilities, state and federal tax forms, etc.

### Qualifications:

- Non - profit leadership experience.
- Leadership skills such as team building and delegation.
- Strong skills in supply management.
- Must be computer literate, strong written skills and oral communication capability.
- Demonstrated ability to oversee and collaborate with Board and volunteers of Peach's Pantry.
- Able to be responsible for annual budget and annual financial statements including financial condition of the organization.
- Knowledge of fundraising strategies unique to the non-profit sector.
- Ability to interface and engage diverse volunteer and donor groups.

### Non-Profit Corporation Information:

Peach's Pantry was created to supply economically disadvantaged children in public schools in the Sierra Vista, Arizona area with food for the weekend. Many children are dependent on free and reduced meals provided at their public schools during the week and have little to eat over the weekend. The volunteers of Peach's Pantry, Inc. work in partnership with school nurses, counselors and staff to identify children at risk for hunger and to supply them with nutritious, self-serve food that will sustain them when school meals are not available.

Peach's Pantry is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.