

Job Posting/Description

Food Shelf Director, Groveland Emergency Food Shelf

Salary: \$45,000 - \$55,000

Groveland is seeking a passionate leader to join us as the Food Shelf Director of the Groveland Emergency Food Shelf. The responsibilities of this position will draw upon a range of abilities from strategic-vision setting and grant applications to management of the entire team and logistics. Community is in Groveland's DNA and you will be an essential part of it. Come join our vibrant team!

About Us: Groveland Food Shelf is a nonprofit providing emergency groceries for those in need. We operate three programs: our flagship Groveland Emergency Food Shelf, the MCTC Food Pantry (at Minneapolis College), and a collaboration with Liberty Community Church in North Minneapolis and their 21st Century Academy. Over 5,000 clients are served per month and over 150,000 pounds of food are distributed.

Responsibilities/Duties of the Position:

- Executive-Level Decision Making
 - Attend quarterly Board meetings & communicate information to Board members (the executive committee between meetings when necessary)
 - Develop, maintain & coordinate Groveland's relationships with stores that provide Groveland with food donations
 - Liaison with Plymouth Congregational Church staff to ensure relationship between Groveland & Plymouth is positive
 - Attend occasional meetings of area food-shelf managers (to exchange information & discuss best practices in the field)
 - Represent food shelf at site visits by Health Dept., Second Harvest & Food Group
 - Monitor email communications for customer, donor & regulatory requests
 - Monitor voicemail messages & timely respond to calls
- Logistics Management
 - Purchasing
 - Order food early enough, in large-enough amounts, and specific items that customers want & expect to keep customer satisfaction high
 - Monitor the pricing / availability of foods to strive to keep expenses within budget
 - Setup & maintain computer systems (preferred, but not required)
- Financial Management
 - Work with Board Treasurer and executive committee of the Board to craft budget (with input from Operations Manager)
 - Strive to keep expenses within budget
 - Document and deposit: (i) mailed, and (ii) personally delivered revenue. Report this revenue to the Treasurer
 - Enter into and manage contracts with hunger-support agencies (e.g., Second Harvest, Hunger Solutions, Food Group)
- Strategic Vision
 - Use Groveland's current financial resources to strategize & implement ways to further fight hunger in the Stevens Square neighborhood of Minneapolis (where Groveland's flagship food shelf is located) and other parts of Minneapolis
 - Speak at public & private forums about the mission & operations of Groveland (i.e., serve as public, goodwill ambassador & advocate for Groveland)

- Marketing / Promotion
 - Monitor & manage social-media presence (currently only Facebook)
 - Write promotional letters for various fund drives throughout the year
- Grants / Fundraising
 - Apply for food-related grants (both from government agencies & private foundations) that would fund Groveland's current operations & future expansions
 - Report back to an agency/foundation that provides a grant re: how the money Groveland received was spent
 - Cultivate relationships with large individual & corporate donors
- Human Resources
 - Hiring / Firing
 - Performance Evaluations & conduct performance improvement discussions as needed
 - Communicate food-shelf policies, food-safety rules, & civil-rights regulations to staff
 - Employment / income verification
 - Several current Groveland staff members need quarterly or annual verifications of employment & income received for government programs in which the staff participate
 - Payroll
 - Handle requests for information (pay stubs, assistance with government forms)
 - Mandated pay deductions
 - Monitor employee hours & reporting for accuracy in keeping with regulations
 - Interact with payroll provider to have accurate paychecks produced on time
- Regulation Compliance / Enforcement
 - Awareness of & attempt to stay in compliance with:
 - Federal, state, county & city regulations applicable to food shelves
 - Rules from private hunger-support agencies (e.g., Second Harvest, Hunger Solutions, Food Group)
 - Report statistics as required by hunger-support agencies
- Organize & maintain paperwork / documents
 - Contracts
 - Written policies & procedures
 - Mandatory records retention