Ascension Lutheran Church

Feeding Brookings Executive Director Position Description

The Executive Director of Feeding Brookings will manage this important ministry of Ascension Lutheran Church aimed at serving others by reducing the food insecurity in our community.

Position Status:

- Hourly, Non-exempt; Rate: $22/hour
- Part-time (<20 hours per week)
- Reports to Senior Pastor

Qualifications:

- Experience in non-profit leadership
- Excellent communication skills
- Ability to manage volunteers with respect and encouragement
- Understanding of financial management
- Preferred experience in fundraising and grant-writing

General Responsibilities:

- Management: Manage volunteers to accomplish the mission of gathering and distributing food weekly to the Feeding Brookings guests.
    - Coordinate various tasks including food orders, delivery, and pick-up
    - Create, post and communicate weekly distribution plan
    - Supervise weekly distribution tasks, ensuring volunteer follow-through on duties from preparation and setup to distribution and then clean-up
    - Make decisions on issues that arise
    - Ensure that all policies are followed

- Communication: Manage all Feeding Brookings communications including, but not limited to,
    - Monitor and respond to email and phone calls
    - Distribute promotional communications (i.e. social media, website, newsletters, emails)
    - Provide reports to Church & Community Team, Church Council, and Congregation
    - Collaborate with other food insecurity organizations, community groups, and donors as necessary

- Compliance: Ensure all Temporary Emergency Food Assistance Program (TEFAP) and state requirements are met.

- Financial: Manage finances in coordination with Ascension staff, reviewing orders, preparing annual budget, and helping to solicit grants and other donations.

- Executive: Coordinate monthly advisory board meetings.