

**The Family Pantry of Cape Cod, Inc.**  
**Executive Director**

The Family Pantry of Cape Cod is seeking a new Executive Director. Based in Harwich, MA, The Family Pantry is the largest Pantry on Cape Cod and has provided food and clothing to ALL in need since 1989. Operating with a paid staff and over 650 dedicated volunteers, the Family Pantry serves over 3200 households per month and is the Pantry the regional distribution center for The Greater Boston Food Bank.

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for the Pantry and thrift store staff, volunteers, programs, annual objectives, and execution of its mission and goals.

Responsibilities include but are not limited to:

- Establishing and maintaining positive partnership with the Board of Directors
- Attending Board of Directors meetings, providing regular updates, and actively participating in key committee meetings
- Working with the Board of Directors and Finance Committee to develop, recommend and implement fundraising activities and programs
- Seeking new grant opportunities, preparing professional grant proposals to new and existing sources of funding, and preparing grant reports as required
- Directly supervising all paid staff and assisting with volunteer recruitment and retention
- Working with Warehouse Manager on cost-effective food acquisition and Thrift Store Manager to maximize revenue generation
- Overseeing compliance with all applicable laws and regulations
- Working with the Finance Committee to develop the annual budget
- Compiling annual audit documentation to ensure a report of “no findings”
- Managing revenues and expenses to meet budget targets
- Serving as spokesperson to the press and community groups, always advocating for The Food Pantry’s mission, programs and services
- Establishing and maintaining strong relationships with other community agencies, and serving in key roles with local organizations such as The Cape Cod Hunger Network, Greater Boston Food Bank Agency Advisory Council, and The Lower Cape

THE IDEAL CANDIDATE WILL POSSESS:

- 5+ years of related executive/management level experience (operations, budget management, organizational planning, and staff management)
- Bachelor’s degree or equivalent work experience
- Exceptional interpersonal and communications skills
- Microsoft proficiency including Word, Excel and QuickBooks
- Strong sense of community
- Experience with community relations, and strong understanding of fundraising principles and processes preferred
- Non-profit experience and food pantry experience desired

Letter of Interest and resume can be sent to: [admin@thefamilypantry.com](mailto:admin@thefamilypantry.com)