



Executive Director Sought
Fish & Loaves Community Food Pantry, Taylor, Michigan

Position Description

The Fish & Loaves Community Food Pantry is seeking a full-time executive director to provide dynamic leadership for our faith-based, non-profit client choice pantry serving the Downriver Detroit area and the larger Western Wayne County region through both on-site and outreach programs with the mission of ensuring that no one goes hunger or without adequate nutrition.

Duties and responsibilities include:

- Work collaboratively with the Fish & Loaves Board of Directors, Operations Manager, and Lead Volunteers with regard to pantry operations, strategic-planning, and goal setting.
- Develop effective fundraising strategies and outreach for all Fish & Loaves income streams.
- Administer grant-writing program with consistent attention to application, submission, and post-grant compliance.
- Represent Fish & Loaves across Wayne County through outreach to community leaders, corporate donors, partner agencies and organizations, and prospective client groups.
- In cooperation with the Operations Manager, provide administrative oversight to the Fish & Loaves offices, pantry store, and warehouse.
- In cooperation with the Fish & Loaves treasurer, oversee monthly and annual financial reports.
- Complete other appropriate duties as requested and agreed upon with the Fish & Loaves Board of Directors.

The Executive Director shall report directly to an all-volunteer Fish & Loaves Board of Directors headed by a president and officers.

Please forward your resume or curriculum vitae to:

Attention: Sue Vokal, Vice President
Fish & Loaves Community Food Pantry
25670 Northline Road, Taylor, Michigan 48180 / Email: svokal@flcfp.org