

Carroll County Food Sunday

Carroll County, MD

Executive Director

Carroll County Food Sunday (CCFS) is seeking an Executive Director for our 501c3 food bank. The ideal candidate will possess a passion for helping people in need of supplemental and emergency food supply and a heart for service working with a dedicated group of volunteers.

The Executive Director will be responsible for the planning, organizing, staffing, motivating, directing and management of the organization. This position reports to the Board of Directors and is a part-time (typically 15-25 hours per week) volunteer position with a paid stipend.

Duties include the following:

- Identifying and soliciting contributions and cultivating relationships with individuals, corporations and other community organizations
 - Supervising CCFS operations including site and financial management and overseeing paid and volunteer staff
 - Managing and coordinating volunteer and professional relationships in support of CCFS events and fundraising activities, including direct mailing solicitations
 - Creating and overseeing the distribution of marketing materials and the annual report
 - Meeting with community members and organizations to tell the CCFS story and to gain financial support
 - Other duties as assigned
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Applicants in possession the following qualifications will be preferred:

- Track record of success in a leadership position with a non-profit organization
 - A solid knowledge of accounting, budgeting, financial management and computer skills
 - Experience in leading the process of strategic planning
 - Experience in marketing and public speaking/public relations
 - Ability to work as a team member with the Board of Directors, CCFS Food Bank Coordinator and volunteers
 - Carroll County, MD resident
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PLEASE NOTE: This is a part-time (typically 15-25 hours per week) volunteer position with an annual stipend. The stipend amount is \$18,000 per year.

Candidates should forward an expression of interest, including a resume with three (3) references, to Steve Lambertson at the following email address:

stephen.lambertson@gmail.com

CCFS is an Equal Employment Opportunity employer. For more information about CCFS, please visit our website.

www.ccfoodsunday.org
