



## EXECUTIVE DIRECTOR



## The Organization

The River Food Pantry is Dane County's busiest food pantry, offering free groceries, meals, and clothing to anyone who comes for help. Located in a warehouse just off Northport Drive and Packers Avenue, The River is surrounded by low-income neighborhoods and subsidized senior housing—exactly where we're needed the most. The River also provides a mobile lunch program for children and teens in the low income neighborhoods surrounding the food pantry. Nutritious packed lunches are distributed in the neighborhoods on weekends and other non-school days.

More than just meals, The River provides a warm and welcoming family atmosphere where everyone is treated with respect, encouraged to find the support they need, and given the opportunity to share what they can with others.

The River feeds more than 600 Dane County families per week, sharing 40 thousand pounds of food every seven days, or about 2 million pounds of food each year. Over \$3.6 million in goods and services are distributed annually. The River also serves 620+ hot meals each week and currently distributes 300 mobile packed lunches on each non-school day.

In 2016, The River received 31,400 family visits. Approximately 39% of those served by The River are children and 23% are seniors. The River provided those guests with hot meals, groceries, clothing, and household items. In 2016, the first year of the mobile lunch program, The River provided just over 10,000 packed lunches to children and teens.

## The River's Mission

Our mission is to bring a message of mercy and hope to those in need by providing nutritional basics and encouragement, and to be a unifying, servant-hearted, community-building expression of Jesus Christ in Madison.

## History

Before The River Food Pantry opened its doors in 2006, its founders, Andy and Jenny Czerkas, along with countless volunteers, partnered and organized monthly dinners at the Northport and Packer communities along Northport Drive. As the Czerkases got to know the residents personally and became familiar with their needs, they also established a small emergency food pantry onsite. Over time, it became apparent more had to be done for Madison's north side and Dane County.

The Czerkases rented a warehouse on Darwin Road in 2005 and remodeled it to include a large kitchen, bathroom, office space, children's area, and storage areas. After five months and 3500 volunteer hours of construction, the pantry opened to the public in March, 2006. Local businesses and individuals generously provided The River Food Pantry with donations of building materials, shelving, kitchen appliances, and startup finances.

## The Purpose

The River Food Pantry believes that God has a message of mercy and hope for everyone. The vision for The River Food Pantry is simple: help families and individuals who are having a difficult time making ends meet, by providing them basic foodstuffs, supplies, free meals, and free clothing. Moreover, treat those

served with dignity and respect, and revitalize them through hope, encouragement, and information about available community services.

The River is an opportunity for people from diverse church and non-church backgrounds to come together in service to offer a positive expression of the Christian faith in Madison. The core team and volunteers include members from multiple churches and denominations, as well as from the community at large. Participants from outside the church community are encouraged to come work at the River to make the city of Madison an even better place to live for everyone.

## The Position

The River Food Pantry operates with a current staff of 11 and volunteer base of 100+ community members. The Executive Director will provide a compelling and credible leadership style that instills passion for the mission, creates a spirit of community, inspires a shared vision of the future, encourages innovation, enables individuals, teams, partnerships, and other alliances to function effectively, and recognizes and values the contributions of others. The Executive Director will lead a new chapter for The River, replacing founders Jenny and Andy Czerkas as The River's first Executive Director, a transition thoughtfully made to pass The River's leadership on to someone with a similar heart and the expertise to take the organization into the future. In close collaboration with the Board, the Executive Director will develop organizational vision and leadership, and establish goals, policy and initiatives guided by the implementation of a strategic plan which will serve as a road map for the future. The Executive Director will develop sufficient human and financial resources to ensure organizational growth and stability. As the public face of the River, the Executive Director will maintain and cultivate relationships with various stakeholder groups, including donors, volunteers, corporate partners, and the media to build greater awareness of The River's valuable impact on so many members of the Madison community.

## Essential Job Duties and Responsibilities:

### Leadership

- Provide servant leadership by putting the needs of others first, and by infusing the desire in people throughout the organization to want to do their very best in service to others.
- Implement a talent management process for all staff which includes effective strategies for determining staffing requirements, recruitment/hiring, compensation, training/development, coaching and evaluating performance and employee retention.
- Provide operational planning leadership to move the organization forward, set goals, create and implement action plans and evaluate the process and results.
- Cultivate a robust, professional partnership with the Board of Directors characterized by a deep commitment to the performance of the organization; the highest standards of honesty, trustworthiness, respect and transparency; thoughtful, actionable input on how to effectively translate strategy into action; timely, relevant, reliable and meaningful information reporting; and regular attendance at Board meetings, serving as an active participant.

- Work with the Board in the development and implementation of clear strategic goals and the organization's vision for the future.
- Oversee the development and implementation of Human Resources policies and procedures.
- Ensure compliance with all Federal and provincial legislation applicable to voluntary sector organizations including employment standards, financial ethics, human rights and occupational health and safety.

### **Development**

- Develop strong relationships with key individual, foundation and corporate funders that foster long-term engagement and investment.
- Ensure there is an annual and long-term development strategy in place that will cultivate, strengthen and diversify funding sources.
- Oversee innovative marketing and outreach strategies using technology, social networks and event based efforts to increase visibility of the organization; ensure the organization and its mission, programs, and services are consistently presented in a strong, positive and compelling image to the community and relevant stakeholders.
- Coordinate the development, writing, and submission of grant proposals to third-party public and private entities.

### **Community Relations**

- Build a strong collaborative foundation with all stakeholders which inspires togetherness and teamwork, encourages the sharing of knowledge, information and resources, fosters consensus building, responds quickly to the need for change, provides an open forum for different viewpoints and perspectives and creates an environment that builds commitment, and promotes consistent progress by celebrating accomplishments.
- Act as the organization's community spokesperson, presenting the organization's story as an emotionally compelling, mission-driven organization.

### **Finance**

- Oversee financial management and ensure the organization is fiscally sound; develop an annual budget for Board approval and prudently manage the organization's resources within those budget guidelines; ensure appropriate fiscal controls.

## Experience and Attributes:

- Sincere passion for the mission of the River Food Pantry with the ability to articulate the mission across all stakeholder groups.
- Leadership experience in the following: planning and direction, policy development, facilitating change, talent management, working with diverse groups of people, using resources prudently, achieving results and celebrating accomplishments.
- Strong public speaking skills and ability to write clearly, informatively, and persuasively; a persuasive and passionate communicator with all stakeholder groups.
- Background overseeing fund development plans and activities, fundraising events, marketing and communications activities, and grant management.
- Detail oriented, well organized and resourceful in setting priorities; ability to be flexible and to manage multiple efforts simultaneously.
- Full-time salaried position. Must be able to work evening and weekend hours to accommodate activities such as Board meetings and representing the organization at public events.



## Job Location

The River Food Pantry is located in Madison, Wisconsin. Madison anchors a thriving economic region of over 500,000 and was recently named as the best place to live in America by Livability. The Wisconsin state government and the University of Wisconsin–Madison are the top two dominant economic influences within the city, however, Madison's economy is evolving from a government-based economy to a consumer services and high-tech base, particularly in the health, biotech, insurance, and business services sectors.

Madison is a rare combination of thriving businesses, progressive government, rich culture and advanced education - all in a setting of rare natural beauty. Surrounded by five lakes, Madison is home to one of the best networks of biking trails in the US, distinctive locally-owned businesses, safe neighborhoods, excellent healthcare, green resources, superior public education, unique music venues and a burgeoning restaurant scene. Combine these factors with a low unemployment rate, a 15 minute commute downtown from most surrounding communities and a sense of personal security, and you have Madison – an outstanding place to live, work, and play.

Madison, Wisconsin consistently earns top results in nationwide quality-of-life rankings, articles and surveys. For more information, please visit:

<http://www.visitmadison.com/news/rankings/>

<http://madisonregion.org/>

<http://www.greatermadisonchamber.com/>



## Application and Selection Process

The River Food Pantry has retained **THE QTI GROUP** to conduct the search for its new Executive Director. The QTI Group is a comprehensive human resources advisory services firm founded in 1957. QTI is headquartered in Madison, Wisconsin and has nine branch offices.

Screening of complete applications will begin immediately and continue until the completion of the search process in March, 2017. Qualified individuals interested in being considered for the position are invited to submit a cover letter and resume in a combined document to:

<http://tinyurl.com/applyRFP>

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