

***Director, Come to Me Food Pantry***  
**Fishers United Methodist Church**

**Reports to:** Associate Pastor

**Staff reporting directly to this position:** Operations Manager

**Type of position:** Exempt, Part-Time

**General summary of job:**

- The Director is passionate about serving food insecure individuals in our community, prioritizing nutritional needs with additional support for mental, physical, and spiritual health. This is achieved through the Director coordinating the efforts of pantry and church staff, volunteers, and the community at large.

**Essential duties and responsibilities**

- Authentically image Christ's love to the food insecure in our community.
- Coordinate all operational functions required to operate the pantry. Follow all Fishers UMC guidelines for safety and financial best practices.
- Supervise paid staff and volunteer leaders. Maintain open lines of communication and provide encouragement, counsel, and progressive counseling as needed.
- Closely monitor revenue and expenses to operate within the budget. Adjust to trends as needed with the support of the Pantry board and Fishers UMC staff partners.
- Build volunteer base to deliver authentic, Christ-like service to every client.
  - Develop leaders to train volunteers in each crucial skill set.
  - Recruit volunteers whose desires and actions mirrors the pantry vision statement.
  - Gain volunteer support in everything required for weekly food distribution, as well as support in marketing, finance, and communication to drive financial and direct food donation support.
- Partner with peer Fishers UMC staff members to support their ministries and to educate them on how to support the pantry objectives. Actively participate in staff meetings and engage with staff as needed.
- Develop trusting relationships with the Come to Me Food Pantry Board. Ask for guidance in operational and financial decisions and utilize their skill and expertise to aid in problem solving and strategic planning.
- Coordinate with local grocers to solicit donations, discounts, and direct support.
- Coordinate with local businesses and non-profit organizations to support the pantry via food drives, fundraisers, and volunteerism. Continually seek opportunities for staff and volunteers to advocate for support.

**Qualifications**

- Spiritual aspects
  - Authentic relationship with Jesus Christ as Savior and Lord
  - Orthodox, Biblical view of Scripture, ministry, and life
  - Shares the basic tenets of faith of the United Methodist Church
- Education and/or experience (one or more of the following preferred)
  - Experience in a food pantry or other relevant non-profit exposure
  - Associate or bachelor's degree is a plus

- Minimum five-years of experience in a church-related setting
- Knowledge and skills
  - Good people skills (sense of humor, positive attitude, love and respect for people, ability to relate and recruit, etc.)
  - Strong work ethic (dependable, responsible, self-motivated, creative, etc.)
  - Excellent office skills and competence (strong working knowledge of computers, Microsoft Office, databases, email, social media, and other means of office work in the church.)
  - Solid leadership skills (ability to organize, coordinate, and motivate self and team members)
- Licenses, registrations and certificates
  - Valid driver's license
- Physical requirements
  - Light lifting
  - Mobility to move around church building and be active