



Feeding Our Neighbors with Dignity and Abundance for a Food Secure World

NEIGHBORHOOD FOOD PANTRIES POSITION DESCRIPTION

EXECUTIVE DIRECTOR

Overview:

Neighborhood Food Pantries (NFP) is seeking a new Executive Director to replace our current leader, who is retiring after six years of leading the organization. This is a full-time, hybrid position based in West Chicago, IL.

Since 1999, NFP has worked with area churches, local businesses, organizations, food recovery partners, and food collection partners to provide fresh food and produce to our guests at pantries throughout DuPage County. This allowed us to provide 3.78 million pounds of food to 226,000 people who made 66,000 guest visits in FY 2025. Our pantries are located in some of DuPage County's neediest areas, providing local resources to these families in their neighborhoods, close to where they live.

NFP has a Board of Directors of 15 members, 300 direct service volunteers, 9 part-time staff, and 1 full-time staff. It operates six locations in Warrenville, Wayne, Glendale Heights, West Chicago, and Carol Stream.

Mission

Feeding our neighbors with dignity and abundance for a food secure world.

Vision

- We exist to feed our neighbors with dignity and abundance.
- As neighbors helping neighbors, we will harness the goodwill of community partners to make nutritious food accessible and convenient by removing barriers to access and by responding to urgent needs.
- We envision a future where every child, adult, and senior citizen enjoys the dignity of healthy and culturally appropriate food and an end to their food insecurity.
- We believe that nourishing our community goes hand in hand with caring for our planet.
- We are committed to environmentally responsible practices—from sourcing surplus food to reduce waste, to energy-efficient operations.

- We will be recognized as a compassionate and reliable collaborator across the region by empowering volunteers and fostering inter-agency participation and community investment in the health and well-being of our neighbors and our organization.

Values

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| -Food Security | -Convenience |
| -Responsiveness | -Collaboration |
| -Compassion | -Dignity |

Primary Role:

The Executive Director's primary role is to plan, resource, and administer programs that fulfill NFP's mission of improving the health and well-being of our neighbors by providing reliable access to nutritious food in welcoming environments through the generosity of volunteers, individuals, and community partnerships. **This person needs to be ready to roll up their sleeves, lead by example, and inspire passion and commitment.**

The position reports to and operates under the direction of the Board of Directors. The Executive Director's focus of time will ideally be:

- 65% Fundraising with a portfolio of major individual and foundation donors, working with a development committee and staff leadership
- 20% Strategic plan implementation with program staff leadership and business operations
- 10% Board development, recruitment, and support
- 5% External partner development and collaboration

General Responsibilities:

- Implement best practices to fundraise gifts, grants, and in-kind resources for NFP programs by managing relationships with donors as they relate to the annual fund, major gifts, planned gifts, corporate sponsorship, foundation grants, and events.
- Maintain existing relationships and develop new relationships with churches, businesses, community groups, and individuals through networking and marketing.
- Be highly engaged and community-oriented in educating the public about NFP programs, the needs they serve, how they benefit the community, and act as the interface with the media, donors, government agencies, partner agencies, good distribution peer organizations, and other groups
- Identify, recruit, develop, and support a volunteer board of directors and standing board committees (including executive, nominating, development, program operations, and volunteer engagement).
- Administer program implementation, budgeting, staffing, and overall operational oversight
- Maintain market awareness of key trends to anticipate future needs and develop new programs/partnerships that best meet those needs
- Provide overall management of staff and a volunteer network

- Facilitate and implement a regular strategic planning process with input from diverse stakeholders.
- Understand community needs and implement strategies and programs to improve access to resources for individuals and families.
- Oversee human resources for hiring/dismissing/performance management for staff.

Skills and Experience Needed:

- Excellent interpersonal skills, and comfortable in public speaking and networking with donors, volunteers, staff, community members, and elected representatives.
- Experience in leading a nonprofit organization or division.
- Knowledge of social service program development and impact metrics.
- Exhibit a passion for NFP and its mission to mitigate hunger in DuPage County and surrounding communities, and bring compassion for NFP clients.
- Successful track record soliciting charitable gifts of \$10,000-\$100,000+ and working with boards and committees to accomplish organizational goals.

Desired personality attributes:

- Versatility, adaptability, and flexibility
- Personal drive, energy, and engagement
- Strong set of interpersonal and communication skills
- High level of sociability
- Ability to inspire others
- Able to bring playfulness and a sense of humor

Requirements:

- An undergraduate degree and at least five years of professional nonprofit experience at a senior level
- Valid driver's license and insured automobile
- Knowledge of and relationships within DuPage County

Salary and Benefits:

- Annual salary of \$95K-\$105K (commensurate with experience)
- Monthly health insurance stipend of \$400
- Performance-based bonus (TBD)
- 30 days PTO (Paid time off) – 14 vacation, 6 holidays, 3 bereavement/sickness, 7 general
- Partial remote work option

Nominations/Applications:

For confidential consideration, please forward cover letter and resume to:
David T. Schreier

President, David Schreier Associates
E-mail: David@DavidSchreierAssociates.com
No phone calls please