

## Food Bank Director

This is a high functioning volunteer role. This role seeks a high capacity and passionate leader, who can strike the balance of operational intelligence with compassionate connection and creative leadership. The Director leads the culture and strategic direction of the Food Bank in conjunction with the Food Bank Leadership Team, volunteers, and South Fellowship staff.

### Strategic Planning and Culture (5-7 hours/week)

- Is forward-thinking in how the Food Bank community cares for each other and the experience we provide to volunteers and shoppers.
- Embodies, communicates, cultivates, and protects the Food Bank's culture, strategy, vision, mission, and values.
- Is deeply and personally connected with our shopper community, understanding scarcity mentality, cultural appropriateness, mental health, and concerns.
- Willingly works side-by-side with volunteers, keeping a finger on the pulse of the Food Bank, casting vision, building trust, and being available to hear concerns.
- Partners with the Leadership Team to manage the Food Bank, craft annual goals, and set budget.
- Develops mutually-beneficial collaborations with current and potential partners, both internal at South and external in the community.
- Partners with the Local Outreach Team for events and strategic endeavors.
- Considers new ideas and evaluates existing practices for effectiveness and alignment.

### Operations and Management (5-7 hours/week)

- Encourages Team Leads in their spiritual, relational, and personal growth so they can care well for shoppers and volunteers.
- Develops new leaders and supports their growth.
- Helps identify volunteer training needs and design solutions as needed.
- Leads semi-annual or quarterly gatherings of all Team Leads.
- Is included in relevant South staff activities and annual processes including but not limited to SWOT analysis and budgeting.
- Delegates tasks to and partners with Operations Manager and Administrative Support.
- Oversees consistent, quality branding and graphic design in all spaces.
- Creates content for the Annual Report and other strategic communications.

### Required Qualifications:

- Committed South community member.
- Clear, effective communicator.
- Compassionate and humble leader who thrives in a shared leadership environment.
- Holds things with open hands and depends on God's provision.
- Capable of handling difficult and unexpected situations with thoughtfulness, flexibility, and resilience.

*(continued)*

## Interested in applying?

- Send your resume and a brief paragraph or two responding to the following prompts:
  - Please tell us how you are qualified for the position.
  - Please tell us your philosophy of ministry of the Food Bank and outreach through the local church.
- Please respond to: Andrea Jones, Director of Strategic Leadership and Development, [andrea@southfellowship.org](mailto:andrea@southfellowship.org)

## Food Bank Operations Manager (10-12 hours/week)

This high-capacity volunteer will help with the behind the scenes and operational aspects of the South Fellowship Food bank. Details, processes and workflows are what you wake up thinking about if this role appeals to you. The Operations Manager will be the on-site support for volunteers to help keep the Food Bank running smoothly and in alignment with our values.

### Duties include:

- Rotates through serving on pickup, weekday morning, Wednesday night, Saturday morning, and Sunday morning teams to understand end-to-end operations and build relationships with volunteers.
- Manages weekly volunteer schedule on Signup Genius and maintains volunteer master list.
- Coordinates ongoing volunteer recruitment and supports Team Leads in onboarding new volunteers.
- Works with volunteers to manage non-perishable inventory and organize food drives.
- Supports internal and external partners by sharing extra resources.
- Monitors and encourages best practices for safety including food handling (training provided).
- Participates in developing procedures and policies in alignment with mission and values.
- Supports the development of bi-annual All-Lead meeting agendas.
- Communicates with South's facilities team to identify needs and resolve problems.

### Requirements and skills:

- Flexible schedule
- Ability and desire to learn
- Complete buy-in to the values and culture of the Food Bank
- Works well with minimal supervision
- Solid written and verbal communication skills
- Excellent organizational abilities and interpersonal skills
- Adaptability and integrity

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## Food Bank Administrative Support (2-5 hours/week)

Details and planning come naturally and you know your insights and gifts help keep things running smoothly! This volunteer administrative support will perform back-office functions to help keep the Food Bank running well and in alignment with our values.

### Duties include:

- Works with Team Leads, Operations Manager, and Leadership Team to support their needs.
- Writes thank-you notes to donors.
- Plans and provides the annual custom t-shirt Christmas gift for volunteers within budget.
- Creates web page, voicemail, printed signs, and other content as needed with South's Communications Director, maintaining consistent branding and quality graphic design.
- Develops emergency response and safety plans.
- Orders supplies as needed.
- Communicates with South's facilities team to identify and resolve needs and problems.

### Requirements and skills:

- Ability and desire to learn
- Complete buy-in to the values and culture of the Food Bank
- Works well with minimal supervision
- Solid written and verbal communication skills
- Excellent organizational abilities and interpersonal skills
- Adaptability and flexibility

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