



The Dubuque Food Pantry seeks a mission-driven leader who is passionate about addressing food insecurity and strengthening our community.

We look forward to reviewing your application materials.

To apply, please submit the following materials electronically to dubuquefoodpantry@yahoo.com:

1. Cover Letter

Please address:

- Why you are interested in leading the Dubuque Food Pantry
- Your experience with nonprofit leadership
- Your fundraising experience
- Your financial management and budgeting experience
- Your leadership philosophy

2. Resume

Please include:

- Employment history
- Education
- Certifications
- Volunteer and community leadership experience

Priority consideration will be given to applications received by July 15, 2026. Position will remain open until filled.

Employment is contingent upon successful completion of reference checks, background screening, verification of credentials, and maintenance of a valid driver's license.

EXECUTIVE DIRECTOR-JOB DESCRIPTION

Regular Full-Time Exempt Employee

Position Summary

The Executive Director serves as the strategic and operational leader of the Dubuque Food Pantry and is responsible for advancing the organization's mission through measurable community impact, financial sustainability, strong organizational leadership, and collaborative community partnerships.

This role requires a mission-driven leader who can balance compassion with accountability, strategy with execution, and relationship-building with operational excellence. The Executive Director is responsible for leading a healthy organizational culture with two employees and 47 volunteers, ensuring sound financial stewardship, strengthening community trust, and positioning the organization for long-term sustainability and growth.

The Executive Director works in partnership with the Board of Directors, staff, volunteers, donors, the Feeding America food bank, community organizations, and stakeholders to ensure the pantry remains mission-focused, data-informed, operationally effective, and responsive to evolving community needs.

The Dubuque Food Pantry seeks a leader who is:

- Strategic yet hands-on
- Compassionate yet accountable
- Empowers staff without micromanaging
- Community-centered yet operationally disciplined
- Able to lead through change while building trust and stability
- Comfortable making decisions, solving problems, and elevating organizational performance
- Focused on outcomes, not simply activity

PRIMARY LEADERSHIP RESPONSIBILITIES & EXPECTED OUTCOMES

1. Community Impact & Client Experience

Leadership Responsibilities

- Ensure pantry programs and services are responsive to community need and aligned with organizational mission
- Foster a culture where all guests are treated with dignity, compassion, respect, and efficiency
- Use data, feedback, and trends to improve services and remove barriers to access

- Build systems that support measurable outcomes and meaningful community impact
- Ensure food distribution practices prioritize nutrition, quality, accessibility, and stewardship

Success Indicators

- Increased access to resources, improved food stability, guest satisfaction and community impact
- Increased distribution of nutritious and perishable foods
- Reduced service barriers and wait times
- Strong community trust and reputation
- Growth in partnerships and referral networks
- Growth in individuals exposed to our services to ensure maximum awareness in the community.

2. Financial Sustainability & Stewardship

Leadership Responsibilities

- Lead the organization with strong financial oversight, accountability, and transparency
- Develop annual budgets and long-term financial strategies in partnership with the Board
- Ensure sound financial controls, compliance, reporting, and operational stewardship
- Diversify revenue streams to strengthen sustainability and reduce organizational risk
- Build reserves and long-term financial planning strategies to support future stability

Success Indicators

- Balanced or surplus operating performance
- Growth in unrestricted revenue
- Increased operating reserves
- Positive audit and compliance outcomes
- Budget-to-actual accountability
- Diversified funding streams and reduced reliance on single revenue sources

3. Fundraising & Community Engagement

Leadership Responsibilities

- Serve as a visible ambassador and spokesperson for the organization
- Build meaningful relationships with donors, businesses, foundations, civic organizations, and community leaders
- Foster a culture of philanthropy throughout the organization
- Lead fundraising strategy including annual giving, grants, events, sponsorships, and major gifts.
- Partner with the Board to strengthen donor engagement and community investment

Success Indicators

- Growth in annual fundraising revenue
- Increased donor retention and stewardship
- Expanded major donor and corporate partnerships
- Growth in recurring and unrestricted giving
- Strong community visibility and engagement
- Successful execution of fundraising initiatives and events

4. Organizational Leadership & Culture

Leadership Responsibilities

- Build and maintain a healthy, accountable, and mission-focused organizational culture
- Lead, develop, support, and retain staff and volunteers
- Establish clear expectations, communication systems, and accountability practices
- Foster collaboration, professionalism, continuous improvement, and respect across the organization
- Address organizational and personnel challenges proactively and constructively

Success Indicators

- Positive staff and volunteer retention
- Improved communication and collaboration
- Strong employee and volunteer engagement
- Reduced unresolved conflict and operational dysfunction
- Leadership development within the organization
- Clear accountability systems and role clarity

5. Strategic Leadership & Operational Effectiveness

Leadership Responsibilities

- Provide strategic vision and leadership aligned with organizational priorities
- Work with the Board to develop and implement strategic goals and measurable objectives
- Ensure operational systems, policies, technology, and procedures support organizational effectiveness
- Maintain compliance with federal, state, local, and partner requirements
- Lead organizational improvement initiatives and proactively respond to emerging community needs

Success Indicators

- Progress toward strategic plan goals
- Improved operational efficiency and effectiveness
- Consistent policy and compliance oversight
- Strong risk management and organizational preparedness

- Effective use of data, dashboards, and reporting
- Successful implementation of organizational improvements

6. Board & Community Relations

Leadership Responsibilities

- Maintain strong communication and partnership with the Board of Directors
- Support the Board in governance, strategic planning, policy development, and organizational oversight
- Keep the Board informed regarding organizational performance, opportunities, risks, and trends
- Build collaborative relationships with the food bank, agencies, businesses, and community organizations
- Represent the organization professionally within the community and region

Success Indicators

- Strong board engagement and communication
- Positive stakeholder relationships and community trust
- Increased strategic partnerships and collaborations
- Strong organizational reputation and visibility
- Effective governance support and board development

LEADERSHIP COMPETENCIES

The successful Executive Director will demonstrate:

- Strategic and visionary leadership
- Financial and business acumen
- Strong communication and storytelling ability
- Relationship-building and collaboration skills
- Emotional intelligence and professionalism
- Data-informed decision-making
- Change leadership and adaptability
- Conflict resolution and problem-solving skills
- Accountability and follow-through
- Commitment to dignity-centered service
- Ability to lead both strategically and operationally

QUALIFICATIONS

- Bachelor's degree required or equivalent work experience; advanced degree preferred
- Minimum of three years of leadership experience
- Experience in nonprofit leadership, human services, food systems, community development, operations, or related sectors preferred
- Demonstrated success in organizational leadership, fundraising, financial oversight, and team management
- Demonstrated ability to speak confidently to community groups, donors, civic organizations, media, and stakeholders.
- Experience working with boards, community partnerships, and stakeholder engagement
- Strong understanding of organizational systems, budgeting, and operational management
- Valid driver's license required.

Equivalent combinations of education and experience may be considered.

PHYSICAL & WORK ENVIRONMENT REQUIREMENTS

- Ability to occasionally lift up to 25 pounds and up to 50 pounds with assistance
- Ability to navigate office, and pantry environments
- Ability to work in indoor and occasional outdoor environments
- This position is primarily on-site and requires regular presence at the pantry, community meetings, donor visits, and organizational events, with some weekend and evening requirements.

REPORTING RELATIONSHIP

The Executive Director reports directly to the Board of Directors and is responsible for leading the organization in alignment with its mission, strategic priorities, organizational values, and long-term sustainability goals.

BENEFITS AND SALARY

Benefits: The Dubuque Food Pantry offers a competitive benefits package for full-time employees, including health insurance with employer premium support, paid vacation, sick leave and paid holidays annually. Employees also receive workers' compensation coverage, mileage and approved travel reimbursement, compassionate leave, and the opportunity to work in a mission-driven organization dedicated to serving our community. We value work-life balance, professional growth, and fostering a supportive team environment where employees can make a meaningful impact every day.

The Executive Director position offers flexibility, autonomy, and the opportunity to lead a respected community organization with a strong history of service and impact throughout Dubuque County.

Competitive salary commensurate with experience and qualifications. The anticipated hiring range is in the mid-\$50,000s to \$70,000, with consideration given to candidates who demonstrate exceptional leadership, fundraising, financial management, and strategic planning experience.

Employment is contingent upon successful completion of reference checks, background screening, verification of credentials, and maintenance of a valid driver's license.

Equal Employment Opportunity Statement

The Dubuque Food Pantry is an equal opportunity employer and is committed to creating an inclusive and welcoming environment for all employees, volunteers, clients, and community partners. Employment decisions are based on qualifications, merit, organizational needs, and business requirements. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or any other status protected by applicable federal, state, or local law.

We encourage candidates from diverse backgrounds and experiences to apply and join us in advancing our mission of serving our community with dignity and respect.

ORGANIZATIONAL PHILOSOPHY

The Dubuque Food Pantry believes success is measured not simply by activity, but by meaningful outcomes that improve lives, strengthen the community, and ensure long-term impact.

The Executive Director is expected to lead with integrity, accountability, compassion, professionalism, collaboration, and courage.