



Job Announcement

Bemidji Community Food Shelf Executive Director

Position open until filled

Start Date: September 20, 2021

How many plates can you juggle to put food on 3000 tables?

Here is your opportunity to use your passion and skills to lead a cutting edge hunger relief agency in Greater Minnesota. Alongside staff and volunteers, you will find innovative ways to advance the mission and goals of this valuable community asset. You will partner with our member churches, our food banks and other vendors, area businesses and organizations, and community members to run our dynamic SuperShelf and Farm.

BCFS Executive Director Responsibilities and Duties

- Plans, organizes and directs the organization's operations and programs with an eye toward equity and diversity.
- Ensures that the organization is operating within the guidelines of The Emergency Food Assistance Program.
- Maintains adequate food inventory while staying within budget.
- Oversees and reports on the organization's results for board of directors, funders, and the public.
- Works to develop new partnerships and nurture existing partnerships.
- Through visibility and continuous interaction with volunteers and clients, provides on-going leadership to all aspects of the program.

Required Qualifications

- Proficiency with Microsoft Office
- A minimum two-year advanced degree
- Excellent people skills and comfort with public speaking
- Adept with Social Media
- Comfortable with Public Speaking

Preferred Qualifications

- Previous leadership experience
- Experience in the nonprofit sector
- Successful grant writing experience
- Previous management or supervisory experience
- Minimum four-year degree



Full-time salaried with benefits

\$40,000 - \$45,000 annually

Reports to: The BCFS Board of Directors

Location

Bemidji Community Food Shelf

1260 Exchange Ave SE

Bemidji MN 56601

Website: <https://bcfsmn.org>

Facebook: www.facebook.com/bemidjifoodshelf

About Bemidji Community Food Shelf

BCFS is a faith-based non-profit organization founded in 1982 by several area churches. We are located in beautiful Northern Minnesota in the Bemidji Industrial Park and have developed a five-acre farm adjacent to our facility. In 2019 we became a SuperShelf, offering healthy choices in a bright, inviting atmosphere. With a staff of seven and hundreds of volunteers, we provide emergency food on a monthly basis for over 3000 area households. Overseen by a board of eleven directors, BCFS is currently in an excellent financial position.

About Northern Minnesota

Located four hours north of the Twin Cities, Bemidji lies in an area of lakes and forests dotted with small, vibrant communities and two federally recognized Tribal Nations – the original inhabitants of northern Minnesota. Bemidji State University and several other community and Tribal colleges attract music, arts and cultural events to the area. Bemidji is located near the headwaters of the Mississippi, which flows through Lake Irvine and Lake Bemidji. The forests and lakes support an abundance of wildlife. Recreation opportunities include watersports, snow sports, hunting, photography, fishing, and hiking and biking on an amazing trail system.

Process of Application:

Provide letter of interest and resume

Submit to: klmack@paulbunyan.net