



## **Bar Harbor Food Pantry Executive Director**

The board of directors of the Bar Harbor Food Pantry (BHFP) has launched the search for a new executive director, inviting applications from proven leaders passionately committed to strengthening the community by building food security. Located in a newly renovated facility in the heart of Bar Harbor and serving people across Greater Mount Desert Island, the pantry plays an integral role in a diverse community that is continuously evolving. The ideal candidate will be deeply knowledgeable about the issues surrounding poverty and food insecurity, attuned to the nuances of the island's population, and experienced in fundraising and nonprofit management.

### **Organizational Overview**

The Bar Harbor Food Pantry is proud to offer an array of high-quality, desirable provisions to anyone in need. Apart from the executive director, BHFP currently employs three dedicated staff members and has an annual operating budget of approximately \$500,000. All programming is generously supported by a robust corps of volunteers, including pantry-based stocking and distribution, home delivery, and operation of a resale clothing store.

With a successful \$2.5 million capital campaign in the final phase and increasing need, the board is eager to partner with the next executive director to develop a new strategic plan to expand the organization's impact in the years ahead.

More information about BHFP can be found at <https://www.barharborfoodpantry.org/>.

### **Role and Responsibilities**

The executive director is responsible for the direction and management of day-to-day operations of BHFP, ensuring mission alignment, sound financial management, legal and regulatory compliance, staff development, and effective programming, and serving as the organization's primary spokesperson and lead fundraiser. The position reports directly to the board of directors. Specifically, the executive director is responsible for:

#### *Visionary Leadership and Strategic Focus*

- Partnering with the board in developing robust strategic plans, and executing with fidelity to the mission and shared goals and objectives
- Communicating regularly and openly with the board and providing timely and accurate information necessary to guide the board's decisions and promote engagement
- Assisting with board recruitment and ongoing education and training

- Keeping abreast of trends, issues, events, and developments in meeting food insecurity through professional peer contacts, conference attendance, etc.

#### *Financial Performance and Viability*

- Protecting the fiscal integrity of BHFP by ensuring adherence to sound financial practices and accounting principles, generally operating within the approved budget, maximizing resource utilization, and maintaining a positive financial position
- Managing accounting, payroll, and cash management systems
- Submitting to the board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization

#### *Fundraising*

- Developing and leading implementation of a multifaceted development plan to expand the organization's network of support
- Identifying, cultivating, and engaging major donors, including individuals, foundations, community organizations, and businesses
- Maintaining accurate documentation of donor activities and funding initiatives, and ensuring informative and timely reporting

#### *Program Oversight*

- Overseeing the development and implementation of all programming to ensure exceptional quality, mission-alignment, and the achievement of desired outcomes

#### *Community Relations*

- Overseeing effective marketing, communications, and outreach initiatives including newsletters, year-end reports, annual appeals, website updates, press releases, public appearances, and social media
- Serving as the primary voice of BHFP, engaging with the media, community leaders, and other stakeholders in service to the mission
- Collaborating with mission-aligned organizations to advance common interests and amplify BHFP's voice

#### *Operational Oversight*

- Ensuring legal and regulatory compliance, the appropriate allocation of resources, adequate insurance coverage, and efficient operation of BHFP's facilities and equipment
- Maintaining a comprehensive set of policies and procedures to guide organizational activities and decision-making
- Overseeing all human resources functions including hiring, professional development, evaluation, and corrective actions to ensure the retention of competent, qualified staff and sufficient volunteer engagement
- Cultivating collegial working relationships with staff and volunteers, delegating as appropriate, establishing clear lines of responsibility, maintaining open communication, and modeling trust-based leadership
- Executing contracts, memoranda of understanding, and other agreements made and entered into and on behalf of the organization

## **Position requirements**

Leading the Bar Harbor Food Pantry requires a broad set of skills and abilities. The board of directors expects that the successful candidate will bring to the position:

- Passion for the organization's mission and understanding of the complexities underlying the work
- Respect for human dignity, self-awareness, and empathy
- Proven senior management experience preferably in the nonprofit sector
- Solid, hands-on fiscal management skills, including budget preparation and financial analysis, decision-making, and reporting
- Strong fundraising experience, including successful grant-writing and major donor cultivation, and a track record of building enduring relationships
- Propensity for bold, big-picture thinking and demonstrated capacity to drive transformative change over time
- Ability to work independently with a high level of personal accountability
- Exceptional written and verbal communication skills, including public speaking, high emotional intelligence, and the ability to engage and inspire diverse audiences
- Proficiency with leading office management, fundraising, and marketing and communication technology
- Excellent organizational skills and sharp attention to detail
- Past success working with a diverse team in the spirit of trusted collaboration, delegating effectively, building strength, and sustaining a safe and respectful environment
- Ability to relate to a population of varying socioeconomic, cultural, and ethnic backgrounds
- Curiosity and resourcefulness
- Humility and willingness to "roll up the sleeves" as needed

## **Compensation**

The executive director will earn a competitive salary of \$80,000-90,000 commensurate with experience and a benefits package including health insurance, a simple IRA with matching contribution, and paid time off. The successful candidate can expect a formal review after the initial six months, as well as an annual review thereafter.

## **Nondiscrimination**

The Bar Harbor Food Pantry does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability, sex, creed, veteran status, sexual orientation, gender identity/expression and any other legally protected

characteristic. The organization complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.

**To apply**

Interested candidates should send a cover letter and resume to Starboard Leadership Consulting at the following address: [search1@starboardleadership.com](mailto:search1@starboardleadership.com). Applications without a cover letter will be considered incomplete. Paper copies may be sent to Jessica Weiner, Starboard Leadership Consulting, 84 Harlow Street, Bangor, ME 04401, but electronic submissions of material are preferred. No phone inquiries, please. The application deadline is October 10, 2025, and review of all submissions will begin soon thereafter.