



**Loaves & Fishes Food Pantry
Executive Director**

The board of trustees of Loaves & Fishes Food Pantry in Ellsworth, Maine, has launched a search for an executive director to advance the organization's mission of feeding and serving the hungry with dignity and respect. The ideal candidate will bring significant experience in fundraising and nonprofit management, a deep commitment to ending food insecurity, and readiness to inspire neighbors to support neighbors. It is expected that the executive director will spend approximately 80 percent of their time on fundraising and donor development, an active leader in the community working in close collaboration with the organization's engaged board.

Organizational Overview

Since its founding in 1978, Loaves & Fishes has grown as a volunteer-led and primarily volunteer-driven organization, providing food assistance and life-skills education to anyone who needs it. In its expansive new facility, neighbors are welcome to shop for shelf-stable and fresh foods, visit the internet café, take a class, and enjoy the garden plots as weather permits. The goal is for everyone to leave the pantry not only with groceries but with dignity, hope, and connection.

Last year, Loaves & Fishes served 5,193 individuals from 2,146 local families, distributing 1.2 million pounds of food and hosting 33 gatherings, outreach events and classes. From 2024 to 2025, shopping visits increased seven percent to 19,318 and the organization's food expenses swelled by 32 percent. Loaves and Fishes has an annual budget of nearly \$1 million and it receives no federal or state funding.

More information about Loaves & Fishes can be found at <https://www.loavesandfishesellsworth.org/>.

Role and Responsibilities

The executive director is responsible for the direction and management of day-to-day operations and serves as the organization's primary spokesperson and lead fundraiser. Reporting directly to the board of trustees, the director shall ensure mission alignment, sufficient funding and sound financial management, legal and regulatory compliance, staff development, and effective programming. Specifically, the executive director is responsible for:

Executive Leadership

- 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, providing timely and accurate information necessary to guide the board's decisions, and participating in board meetings
- Serving as an advocate for the organization in the wider food insecurity, nonprofit and political arenas, teaming with the board when helpful

Fundraising and Development

- Developing and leading implementation of a multifaceted development plan to expand the organization's network of support, including formation and oversight of a development committee
- Identifying, cultivating, and engaging major donors, including individuals, foundations, community organizations, and businesses; and steadily building support at all levels
- Leading the warrant and advocacy process for cities and towns, deepening the organization's relationships with civic and community leaders
- Maintaining accurate documentation of donor activities and funding initiatives, and ensuring informative and timely reporting

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 Loaves & Fishes, engaging with the media, community leaders, and other stakeholders in service to the mission

Financial Management

- Protecting the fiscal integrity of Loaves & Fishes by supporting adherence to sound financial practices and accounting principles, generally operating within the approved budget, maximizing resource utilization, and maintaining a positive financial position
- Upholding effective accounting, payroll, and cash management systems under the oversight of the board treasurer
- Supporting the development of a proposed annual budget and monthly financial statements to the board, which accurately reflect the financial condition of the organization

Operational Oversight

- Overseeing the development and implementation of all programming to ensure exceptional quality, mission-alignment, and the achievement of desired outcomes
- Ensuring legal and regulatory compliance, the appropriate allocation of resources, adequate insurance coverage, and efficient operation of facilities and equipment
- Maintaining a comprehensive set of policies in conjunction with the board to guide organizational activities and decision-making and ensuring adherence to established procedures
- 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 Loaves & Fishes Food Pantry requires a broad set of skills and abilities. The board of trustees expects that the successful candidate will bring to the position:

- Understanding of the complexities underlying poverty and food insecurity
- Empathy, compassion, humility, and a sense of urgency
- Proven senior management experience preferably in the nonprofit sector
- Extensive fundraising experience, including major donor cultivation, and a track record of building enduring relationships
- Solid, hands-on fiscal management skills, including budget preparation and financial analysis, decision-making, and reporting
- Ability to work independently with a high level of personal accountability and to collaborate as part of a cohesive team
- 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
- Curiosity and resourcefulness

Compensation

The executive director will earn a competitive salary of \$75,000-85,000 commensurate with experience and a benefits package including health insurance 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

Loaves & Fishes 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. 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 20, 2026, and review of all submissions will begin soon thereafter.