



"Leadership is ultimately about improving the lives of others."

For more than two decades, the Colonial Heights Food Pantry has served as a trusted community resource, ensuring that individuals and families facing food insecurity have access to nutritious food delivered with dignity, compassion, and respect. While our mission remains constant, the needs of our community continue to evolve, creating new opportunities for innovation, collaboration, and leadership.

As we prepare for the retirement of our current Executive Director, our Board of Directors is seeking a leader who shares our commitment to service while bringing the vision, leadership, and operational expertise necessary to guide the organization into its next chapter. This position is an opportunity to lead an organization that serves as both a lifeline and a source of hope for hundreds of families throughout the Colonial Heights area.

If you believe that strong communities are built through compassion, collaboration, and service, we invite you to explore this exciting leadership opportunity.

ABOUT THE COLONIAL HEIGHTS FOOD PANTRY

The Colonial Heights Food Pantry exists to address food insecurity by providing supplemental food assistance to individuals and families throughout Colonial Heights and neighboring communities. Working in partnership with Feed More, local churches, businesses, civic organizations, volunteers, and generous donors, the Pantry serves as an essential safety net for neighbors facing financial hardship. For more than twenty years, the Pantry has remained committed to ensuring that no one in our community goes hungry.

Beyond food distribution, CHFP serves as a connector—helping individuals access additional community resources while building relationships that strengthen the overall health and resilience of the Colonial Heights community and beyond. We believe that every community deserves a place where individuals experiencing difficult circumstances are welcomed with dignity and treated with respect and when people have their basic needs met, they are able to improve their circumstances.

POSITION SUMMARY

The Executive Director serves as the chief executive officer of the Colonial Heights Food Pantry and is responsible for advancing the organization's mission through visionary leadership, sound financial stewardship, effective community partnerships, and operational excellence. The Executive Director will report to and work closely with an engaged and supportive Board of Directors committed to providing strategic leadership, governance, and partnership. The Executive Director leads a small staff and dedicated volunteer corps while ensuring that the organization remains financially sustainable, operationally effective, and responsive to the changing needs of the community. As the leader of a small nonprofit, the Executive Director is both a strategic leader and a hands-on manager who is comfortable balancing long-term planning with daily operational responsibilities.

THE OPPORTUNITY

This position offers the opportunity to make a lasting difference in the lives of thousands of individuals while shaping the future of one of the region's most respected community organizations.

The next Executive Director will have the opportunity to:

- Build upon an exceptional organizational legacy.
- Strengthen and expand community partnerships.
- Strengthen and elevate fundraising capacity.
- Increase volunteer engagement.
- Enhance operational efficiency.
- Guide implementation of the organization's strategic priorities.
- Position CHFP for long-term sustainability.

JOB RESPONSIBILITIES:

Mission & Community Leadership

- Serve as the public face of CHFP.
- Build relationships with community partners, donors, churches, businesses, civic organizations, and elected officials.
- Advocate for food security and hunger relief.
- Increase community awareness and support.

Organizational Leadership

- Lead daily operations of the pantry.
- Recruit, develop, and support staff and volunteers.
- Foster a culture of dignity, compassion, accountability, and collaboration.
- Ensure safe, efficient, and client-centered operations.

Financial Stewardship & Resource Development

- Develop and manage the annual operating budget.
- Oversee financial reporting and audit activities.
- Identify and pursue grants and other funding opportunities.
- Work with the Board to diversify revenue through individual giving, corporate partnerships, foundations, and special events.

Strategic & Board Leadership

- Partner with the Board to implement the strategic plan.
- Provide timely information and recommendations.
- Support Board appointed committees and task forces.
- Develop annual goals and organizational performance measures.

Compliance & Operations

- Maintain relationships with Feed More and other partners.
- Ensure compliance with nonprofit regulations.
- Oversee policies, procedures, food safety, and risk management.
- Protect confidential client information.

WHAT SUCCESS LOOKS LIKE

Within the first 12–18 months, the successful Executive Director will have:

- Earned the confidence of the Board, staff, volunteers, donors, and community partners through authentic, collaborative leadership.
- Strengthened existing partnerships while developing new relationships that expand the pantry's visibility and impact.
- Maintained sound financial management while meeting or exceeding annual fundraising and grant objectives.
- Ensured efficient pantry operations while continuously improving the client experience.
- Created a positive, collaborative environment where staff and volunteers feel valued, supported, and connected to the mission.
- Advanced measurable progress toward the organization's strategic priorities and regularly and transparently communicated results to the Board.

THE IDEAL CANDIDATE:

We are seeking someone who combines strategic thinking with humility, financial acumen with compassion, and operational discipline with a genuine commitment to serving others. Ideally, the successful candidate will be someone who:

- Leads with integrity.
- Builds trust quickly.
- Enjoys cultivating relationships.
- Inspires volunteers.
- Is comfortable asking others to invest in the mission.
- Makes thoughtful and sound decisions.
- Communicates openly.
- Balances strategy with execution.
- Thrives in a collaborative and fast-paced environment.
- Understands that leadership is ultimately about serving others.

PREFERRED EXPERIENCE:

- Experience in food security, hunger relief, human services, or a related mission area is preferred.
- Successful leadership experience in a nonprofit, community organization, or comparable mission-driven environment.
- Demonstrated success in fundraising, grant development, and relationship building.
- Experience leading staff and volunteers.
- Financial management and budget oversight.
- Ability to build partnerships across diverse community stakeholders.

COMPENSATION & BENEFITS

The Colonial Heights Food Pantry offers a competitive compensation package that reflects the importance of this leadership role and our commitment to attracting an exceptional Executive Director. Dependent on the level of experience the candidate brings to the role, CHFP is offering a salary range between \$80,000–\$92,000. A generous PTO package is also provided and additional benefits may include health insurance options and/or contributions to a 403(b) investment account.

WHY THIS WORK MATTERS

Every day, families throughout our community face difficult choices between paying rent, purchasing medication, or putting food on the table. The Colonial Heights Food Pantry exists so that no family must face those challenges alone.

Our next Executive Director will do more than manage an organization—they will lead a community of volunteers, donors, partners, and supporters who believe that everyone deserves access to nutritious food and the dignity that comes with being treated with kindness and respect.

If you are inspired by the opportunity to lead an organization that provides hope, dignity, and practical support to neighbors facing food insecurity—and you believe leadership is ultimately about serving others—we would welcome the opportunity to hear your story.

NEXT STEPS:

- Applications should include resume and cover letter submitted to Sue@SueKindred.com by August 21.
- Interviews are anticipated during September, with the successful candidate beginning employment in mid-to-late October.
- Questions may be directed to Sue@SueKindred.com or Board President Abby Lynch at tada4@comcast.net.