Job Search: Program Director, Berkeley Food Pantry

The Berkeley Food Pantry, a project of over fifty years standing of the Berkeley Friends Church (Quakers), is searching for a part-time Program Director.

The Berkeley Food Pantry is a project of Berkeley Friends Church, a Quaker congregation affiliated with Friends United Ministry (FUM). Berkeley Food Pantry is an active member of the Alameda County Community Food Bank, the food security community, and faith-based community service partnerships. Our work is based on the Quaker belief in the worth of every person and faith in the power of love to overcome injustice.

Key responsibilities of the position of Program Director include:
- Maintaining relationships with Berkeley Friends Church and developing partnerships with members of the food security community;
- Conducting overall administration of the Pantry;
- Supervision of all employees;
- Providing financial oversight of Pantry and its operations;
- Conducting fundraising activities, including grant-writing; and,
- Planning and evaluation of all projects and activities related to the program

As a small to mid-sized food pantry which grew to meet demand during the pandemic, the Director position is part-time (30 hours per week). Salary is commensurate with experience and qualifications.

The successful candidate need not be a Quaker or member of any other faith tradition but should be able to be respectful of faith traditions, as our volunteers, community partners, and members of our governance structure are often Quakers or from other faith traditions.

The requirements for the job include the ability to work effectively with people, two years of program administration, budgetary and supervisory experience, a BA/BS degree, and interest in or prior experience in the food security field.

Please submit a current resume and letter of application to the Search Committee, Genie Stowers, Clerk, Food Pantry Oversight Committee (gstowers835@gmail.com). Consideration of applications will begin immediately and continue until the successful candidate is found.
Berkeley Food Pantry Organizational Chart

- Trustees
- Berkeley Friends Church
- Food Pantry
- Food Pantry Oversight Committee
- Program Director
- Bookkeeper/Consultant
- Co-Managers
  - Associate Manager
  - Volunteers