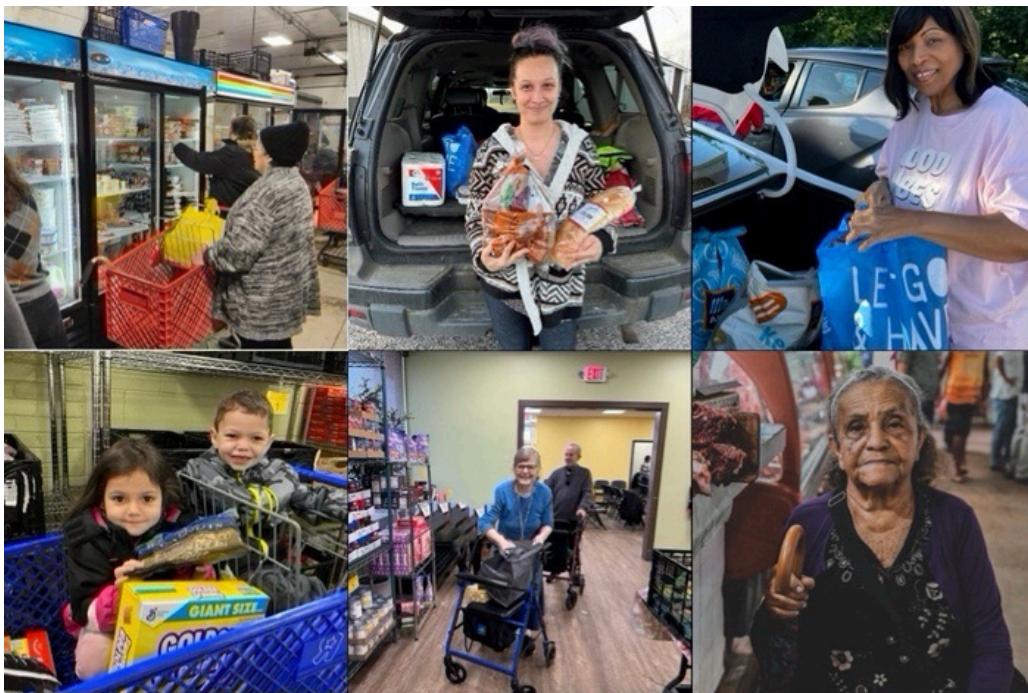


# EXECUTIVE DIRECTOR



FEEDING OUR NEIGHBORS WITH DIGNITY AND ABUNDANCE  
FOR A FOOD SECURE WORLD



NEIGHBORHOOD FOOD PANTRIES  
WEST CHICAGO, ILLINOIS

# NEIGHBORHOOD FOOD PANTRIES

WEST CHICAGO, ILLINOIS

## The Opportunity

Neighborhood Food Pantries, providing reliable access to nutritious food in DuPage County for 26 years, is seeking our next Executive Director.

We began in 1999, and today our partnerships with area faith based institutions, businesses, peer organizations, and food collection and recovery partners allowed us to provide 3.78 million pounds of food to 226,000 people who made 66,000 guest visits in FY 2025.

Our six pantries are located in some of DuPage County's neediest areas, providing local resources to families in their neighborhoods, close to where they live - Wayne, Glendale Heights, West Chicago, Carol Stream, and Warrenville.

Neighborhood Food Pantries plays a crucial role in the community. Our 300 volunteers, along with our talented board and staff, bring compassion and service to the thousands of families that rely on us.

The Board of Directors is looking for a new Executive Director who is ready to roll up their sleeves, lead by example, and inspire passion and commitment.



# NEIGHBORHOOD FOOD PANTRIES

WEST CHICAGO, ILLINOIS



## The Position

The Executive Director's primary role is to plan, resource, and administer programs that fulfill NFP's mission of "Feeding our neighbors with dignity and abundance for a food secure world." Our work is made possible through the generosity of volunteers, individuals and community partnerships.

The Executive Director's focus of time ideally will be:

**65% Fundraising** with a portfolio of major individual and foundation donors, working with a development committee and staff leadership

**20% Strategic Plan** implementation with program staff leadership and business operations

**10% Board Development**, recruitment, and support

**5% External Partner Development** and collaboration

The Executive Director provides leadership and operational oversight to a Board of Directors of 15 members, 300 direct service volunteers, 9 part-time staff, and 1 full-time staff.

# NEIGHBORHOOD FOOD PANTRIES

WEST CHICAGO, ILLINOIS

## Position (cont.)

Core functional areas for the position:

### **Fundraising and Resource Development**

- Lead efforts to secure financial and in-kind resources through annual giving, major gifts, planned giving, corporate sponsorships, foundation grants, and special events. Build lasting relationships with donors and funders who believe in our mission.

### **Community Engagement and Partnerships**

- Strengthen and expand connections with churches, businesses, civic groups, and individuals through outreach, collaboration, and authentic relationship building.

### **Public Relations and Advocacy**

- Serve as a visible and passionate ambassador for Neighborhood Food Pantries - sharing our story with the media, donors, partner agencies, and the public to raise awareness of community needs and our impact.

### **Board Relations and Governance**

- Recruit, develop, and support an engaged and effective board of directors and standing committees, fostering shared leadership and mission alignment.

### **Program and Operations Management**

- Oversee all aspects of program implementation, budgeting, staffing, and operational effectiveness to ensure high-quality delivery of services.

### **Community Needs Assessment and Program Design**

- Stay attuned to evolving community needs and implement programs that improve access to nutritious food and related resources for individuals and families.



# Who We Are Seeking

## **Skills and Experience:**

- Excellent interpersonal skills, comfortable in public speaking and networking with donors, volunteers, staff, community members and elected representatives.
- Experience in leading a nonprofit organization or division.
- Knowledge of social service program development and impact metrics.
- Ability to be passionate about NFP and its mission to mitigate hunger in DuPage County and surrounding communities and bring compassion for NFP clients.
- Successful track record soliciting charitable gifts of \$10,000-\$100,000+ and working with boards and committees to accomplish organizational goals.

## **Desired personality attributes:**

- Versatility, adaptability, and flexibility
- Personal drive, energy, and engagement
- Strong set of interpersonal and communication skills
- High level of sociability
- Ability to inspire others
- Able to bring playfulness and a sense of humor

# To Apply



## Requirements:

- An undergraduate degree and at least five years of professional nonprofit experience at a senior level
- Valid driver's license and insured automobile
- Knowledge of and relationships within DuPage County

## To Apply:

Submit cover letter, salary expectations, and resumé to -

David Schreier, President

David Schreier Associates

David@DavidSchreierAssociates.com

David Schreier  
Associates  
LLC



No phone calls please

