

Executive Director (Part-Time/Salaried)

Belmont Community Organization

The Executive Director is responsible for the day-to-day operations of the Belmont Community Organization. This is a **part-time, salaried position** that combines direct client service, volunteer coordination, community outreach, and administrative leadership. The role is hands-on and mission-driven, requiring both organizational skills and a willingness to help wherever needed.

Important note: This is a **physically demanding role**. The Executive Director regularly assists with food distribution, donation intake, and special projects that involve **heavy lifting, standing for extended periods, bending, and moving supplies**.

Key Responsibilities

Daily Operations & Management

- Staffs the organization's office during operating hours
- Assists clients in person and maintains accurate client records
- Oversees all volunteer roles and ongoing projects to ensure smooth daily operations
- Manages major seasonal programs, including **Christmas, Back-to-School, and Thanksgiving**.

Volunteer Supervision & Training

- Works with the Board to recruit, train, and retain volunteers
- Communicates organizational updates, procedures, and expectations to volunteers
- Trains and supervises office and program volunteers
- Maintains an up-to-date volunteer contact list, including phone numbers

Client Assistance

- Maintains confidential and accurate client records
- Follows established Client Assistance Guidelines to determine the type and amount of aid provided
- Maintains working knowledge of other local helping agencies
- Communicates with partner organizations when needed to avoid duplication of services
- Refers clients to other agencies and resources when appropriate

Community Relations

- Builds and maintains relationships with local churches, businesses, schools, civic groups, and foundations
- Represents the organization in the community with professionalism and compassion

Administrative & Reporting Duties

- Presents monthly statistics and key updates at Board meetings
 - Writes and assists with grants as needed
 - Checks mail daily and processes donations
 - Acknowledges contributions and pays bills weekly
 - Prepares and submits monthly reports for Second Harvest Food Bank
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Physical & Work Environment Requirements

- Regular lifting of food boxes, donations, and supplies (often **25–40+ pounds**)
- Standing, walking, bending, and reaching during distributions and special events
- Active participation in food pantry operations and seasonal programs
- Ability to work independently in a small office setting while managing multiple responsibilities

Preferred Qualifications & Experience

- Experience working in a **nonprofit, community service, faith-based, or social service setting**
- Comfort working directly with individuals and families facing financial or personal hardship
- Experience supervising or coordinating volunteers
- Strong organizational skills and attention to detail
- Clear communication skills and the ability to work collaboratively with a volunteer Board
- Grant writing or reporting experience is a plus
- Ability to balance compassion with sound judgment and established guidelines