The Iowa City Free Lunch Program (FLP) is seeking a dynamic, collaborative co-director to manage development, outreach, and administrative operations.

About the Organization

The Free Lunch Program began in 1983 and expanded to its present iteration: a designated United Way agency and a six-day-a-week meal program. Over 35 different religious, student, neighborhood, and social groups provide the meals, and FLP volunteers now number over 900. Volunteer teams prepare and serve nutritious meals using their own food or the food from the HACAP Food Reservoir or Table to Table. Respecting the dignity of the guests has been the cornerstone of FLP’s service. “An open door, a full plate, no questions asked.” This guiding principle of unconditional respect and hospitality has been as integral to the program as the hot, nourishing meals.

Description

The co-director of development, outreach, and administrative operations would coordinate closely with the FLP co-director of kitchen and volunteer operations. The co-directors would divide up 50 hours a week, covering for one another as needed, with each director able to handle tasks in either job description. The ideal candidate for the Development, Outreach, and Administrative Co-Director position would demonstrate experience in areas such as fundraising, accounting, and capacity-building. However, meeting the strengths of each FLP co-director may mean sharing or reassigning duties and responsibilities.

Duties and Responsibilities

- Managing grant applications and associated reporting, as well as requests for information from government entities and insurers
- Managing financial matters such as bills and payroll information
- Supervising kitchen volunteer teams 11:30am-1:30pm, 2 days per week
- Coordinating the meal, including menu and volunteers, 1-2 days per month
- Acknowledging donations in a timely manner and maintaining donor records
- Working with the FLP Board on fundraising
- Attending and producing a director’s report for quarterly FLP Board meetings
- Producing a quarterly newsletter for volunteers and donors
- Managing the FLP Website and Facebook pages
- Fostering relationships with local businesses, philanthropic organizations,
volunteers and faith groups

- Assisting as needed with the following Kitchen and Volunteer Co-Director responsibilities:
  - Ensuring that a meal is served every Monday-Saturday (with the exception of Thanksgiving Day), led by either a regular volunteer team or by one of the directors.
  - Managing volunteers and volunteer teams, as well as recruiting new volunteers.
  - Maintaining a safe food handling environment including managing perishable, frozen and out-of-date food items.
  - Being a good steward of program funds by researching costs and purchasing food and supplies responsibly.

Qualifications and Abilities

Excellent communication skills, time management, and ability to prioritize
Personality strengths that complement the staff team
Proficiency in Microsoft Office or Google Suite is required
Grant Writing or Fundraising Experience desirable
Proficiency with website design and a variety of social media platforms is desirable
Experience with food service work is desirable

Compensation

This part-time position includes PTO and pays $25/hour.

To Apply

To apply for the Co-Director Position, send a resume and cover letter to FLP Board Past President Bonnie Penno at bonniepenno@gmail.com by June 4, 2021. Interviews will be conducted with qualified applicants on a rolling basis beginning June 7 and will continue until the position is filled.

Contact

For any questions or concerns regarding the position, please contact Bonnie Penno at bonniepenno@gmail.com