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WEST SUBURBAN

community
pantry

Chief Executive Officer

<https://wspantry.org/>





POSITION: Chief Executive Officer

REPORTS TO: Board of Directors

LOCATION: Woodridge, IL

MISSION

The West Suburban Community Pantry offers food for the hungry and resources to empower persons to improve their quality of life.

VISION

A community without hunger.

VALUES

We are compassionate.

We are people-focused.

We have a "can do" spirit.

We operate with integrity.

We are visionary.

HISTORY OF WEST SUBURBAN COMMUNITY PANTRY



In 1970, Roger and Barbara Schmith transformed a small pantry in the closet of a local church into a community supported organization. As it gained support, grew in size and finally earned 501(c)(3) status as the Woodridge Community Pantry in 1992, so too did the recognition of the need across the surrounding counties. In 2010, the organization became the West Suburban

Community Food Pantry (WSCP), serving all of DuPage County.

Today, the organization also provides food in Will County, delivers programs such as a school-based pantry that reach neighbors where they are and collaborates with community partners that provide resources to assist families in increasing their financial stability and improving their quality of life. Thanks to generous community outpouring and a nimble organizational response to COVID-19 supply and operational disruptions, the number of people the Pantry serves grew by 40% between 2019 and 2021.

Serving over **5,600 individuals each month and nearly 1.7 million meals annually**, WSCP secures and distributes nutritious food for neighbors in DuPage and Will Counties facing food insecurity through programs that are **equitable, accessible and dignified**. Through innovative, entrepreneurial approaches, the Pantry breaks down barriers to food assistance, implements new services tailored to the greatest needs, and engages volunteers to advance its vision of a community without hunger.



The Virtual Food Pantry is one example. Launched in 2021, the Virtual Food Pantry makes it easy for people facing tough times to order free groceries online. This past year alone, families placed more than 1,000 Virtual Food Pantry orders.

The Virtual Food Pantry:

- Offers a discreet way for people to receive judgement-free support
- Makes it easier for busy families to access support through a variety of food pickup locations and times
- Features a wide variety of grocery items, all of which are completely cost-free

The Virtual Food Pantry is just one recent innovation that has changed the face of the Pantry in its 50 plus years of service, but one thing has stayed the same: a steadfast commitment to our vision of a community without hunger.

THE OPPORTUNITY

WSCP has a robust strategic plan to guide the organization’s efforts from 2022-2025. This plan outlines a detailed roadmap that gives the Pantry a strong sense of direction and measurable

goals. It enables the organization to pursue impactful initiatives that are closely connected to the objectives, goals and strategic pillars and grounded in the vision and mission.

The Board and WCSP leadership have positioned the organization for significant growth and transformation in the coming years. This transformation will occur on both a strategic and operational level and brings with it significant opportunities to fulfill the Pantry's mission. With the addition of the Virtual Pantry, improvements to the in-person pantry, expanded supportive services and the focus on further outreach into DuPage and Will counties, the Pantry is well-positioned to grow and provide new opportunities for collaboration and partnership with clients and the community.

The Pantry has a budget of about \$1.8 million, a staff of 10, a dynamic Board with 14 directors and a robust core of volunteers.

THE POSITION



The Chief Executive Officer (CEO) serves as the leader of WSCP and reports directly to the Board of Directors. In partnership with the Board and staff team, this leader is ultimately responsible for the success of the mission of WSCP and the fiscal health of the organization. The CEO will be the primary face of the organization to major constituents including donors, partners, media and the community in general. In addition, the CEO will work closely with the Board and support members in their roles.

The CEO will have primary responsibility for establishing and implementing the strategy and infrastructure needed to grow WSCP's mission delivery and financial resources. This individual will lead the staff team to top level performance across all functions, while maintaining a strong, supportive culture. The person in this role must be able to balance analytics with action and be confident in driving the strategy of the organization.

It is expected that the CEO will lead the delivery of the vision of a community without hunger while embodying WSCP's values of community, compassion, dignity, hope and service.

Duties and Responsibilities:

- The CEO must have a strong commitment to the mission of the Pantry and be prepared to make decisions relating to operations, programs, finances, and staffing to best achieve the mission.
- Growing and expanding the Pantry's revenue base and financial position is a critical role the CEO must play, including overseeing donor relationships and recommending financial strategies to the Board.
- They will be responsible for hiring, evaluating, coaching and mentoring staff and will be accountable for ensuring all staff and volunteers are lead in a way that reflects WSCP's core values. They will inspire staff and volunteers to achieve the mission of the organization.

- In partnership with the Board, the CEO will provide leadership in developing program, organizational, and financial (budget) plans, including leading the development of multi-year strategies and annual operating plans.
- The CEO will lead the team in assessing client and community needs and overseeing the development and implementation of comprehensive programming to meet those needs.
- In conjunction with the staff, the CEO will oversee the monitoring of the pantry and will provide regular updates to the Board including recommendations.
- The CEO will act as an advisor to the Board, fostering effective teamwork between themselves, the staff and the Board.
- They will work with the Board to foster Board engagement and fundraising strategies, assisting in Board recruitment and management through all stages of Board development.
- The next leader will lead the Advisory Council and ongoing efforts to maintain engagement of former Board members as well as community leaders and constituents.

CANDIDATE PROFILE

We seek a proven leader with a passion for addressing complex social issues. The ideal candidate will have significant experience in leading strategic and high-level decision-making, particularly in times of organizational growth. The candidate will be adept at using keen interpersonal skills to coalesce multiple external stakeholders around common goals. He/she/they must embody the highest ethical standards and demonstrate a balance of business savvy with a commitment to responsible, people-focused program delivery. A demonstrated ability to develop and maintain highly professional relationships with business, civic and nonprofit leaders is required.

The candidate must have the ability to establish and maintain strong and growing relationships with benefactors, potential donors and other key sources of financial support in business, government and civic sectors. Experience with significant fundraising activities is highly desired, as is experience working closely with local and state government officials and policymakers. The next CEO must have the ability to skillfully serve as the primary external representative of the organization and shall possess strong communication and networking skills for the purpose of helping to grow the organization’s fundraising program. The successful candidate shall have demonstrated skills in cultivating and soliciting major gifts, corporate and foundation grants, capital campaign donations and enhancing a culture of giving.

A track record of entrepreneurial problem-solving skills, creating and implementing best organizational and operational practices and managing people through partnership and collaboration is required. The use of proven business practices to achieve financial objectives is a highly desirable qualification.



The successful candidate will be collaborative, communicative and compassionate, with a calm, balanced personality and a problem-solving nature. This individual shall have a servant leader mindset and a lifelong learning approach to develop a cohesive team as well as to mobilize, encourage and build capacity of the staff. A management style that provides autonomy and empowers staff is highly desired. This person will have experience working closely with a board to further the organization’s strategic initiatives.

Other personal qualifications include the interest and ability to build upon a strong, positive organizational culture and to both lead and manage within complex organizations. A creative, intuitive thinker with high emotional intelligence, flexible personality and strong resiliency in sometimes difficult environments will serve the organization well.

A bachelor's degree from a four-year college or university is required; a graduate degree is desired. Current or prior experience in the field or experiences that would result in a key understanding of the cause is advantageous. Successful candidates may come from the non-profit or for-profit sectors.

Compensation and Benefits

The salary range for this position is between \$130,000 and 140,000 and will be commensurate with experience. The compensation package will be inclusive of a board-designated annual bonus of up to 20% of base salary. The Pantry offers a benefits package, including but not limited to paid holidays, paid time off and group health and dental.

West Suburban Community Pantry is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. West Suburban Community Pantry's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

To apply, please submit a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/3E3CBpS>

For more information about West Suburban Community Pantry, Inc. please visit <https://wscpantry.org/>