



Executive Director

Laramie Interfaith is seeking an Executive Director to lead our well-established and vibrant organization with five staff members and a group of committed volunteers. The starting salary range is \$55,000 to \$60,000 per year.

Laramie Interfaith is a non-profit, non-governmental organization working to provide a means for our community to help neighbors meet their basic needs. We do so by operating a Food Pantry for those in need of nutritional assistance and by providing homelessness prevention services.

The Executive Director reports directly to the Board of Directors and is responsible for collaborating with our partners in other non-profits, social service agencies, civic and religious organizations to fulfill our mission. Other key duties include financial management, fundraising, marketing, and community outreach.

Primary Job Responsibilities

- Fiscal management that ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- Coordinates with Board members in terms of fundraising, donor relations and developing other resources necessary to support Laramie Interfaith's mission.
- Communicates regularly with the Board by providing all information necessary for the Board to function properly and to make informed decisions.
- Implementation of food insecurity and homelessness prevention programs in order to achieve the organization's mission.
- Coordinates with Board members and volunteers to develop communication, marketing and outreach plans, events, tools and materials.
- Effective administration of Laramie Interfaith's operations.
- Hiring, training and retention of staff and volunteers.

Minimum Qualifications

Bachelor's degree and three years of professional experience in a related field (or equivalent combination of education and experience), plus solid financial management and communication skills; demonstrated organizational abilities including planning, staff and volunteer development; grant administration; knowledge of food insecurity, homelessness prevention, and other consequences of poverty; knowledge of fundraising strategies and donor relations unique to the nonprofit sector.

Please send resume, cover letter and three professional references to Michelle Holmes, Board President at mdholmes07@gmail.com. To ensure full consideration, application materials must be received by **September 30, 2020**.