



# Position Announcement

Marie Wilkinson Food Pantry  
Executive Director

SEARCH LAUNCH DATE - Monday, August 5, 2024

*Search Facilitated by Marquette & Hamlin Group*



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Search for:  
Executive Director  
Marie Wilkinson Food Pantry

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## About Marie Wilkinson Food Pantry

### GENERAL INFORMATION

Website: [www.mariewilkinsonfoodpantry.org](http://www.mariewilkinsonfoodpantry.org)

Phone: (630) 897-5431

E-mail: [info@mariewilkinsofoodpantry.org](mailto:info@mariewilkinsofoodpantry.org)

Address: 834 North Highland Ave.  
Aurora, IL

### HISTORY

Marie Wilkinson was a lifetime social and civil rights activist who fought against poverty, hunger, homelessness, joblessness, and injustice. Marie founded the Aurora, Illinois food pantry in the 1950's after a near-death experience, which caused her to make a personal commitment to helping the less fortunate.

Driven by a new life purpose, Marie began giving out bags of food to those in need from her bungalow on View Street. She recruited friends and neighbors to help, and soon she had started a soup kitchen and food pantry. Today, the food pantry continues to serve the community of Aurora, Kane County, and the surrounding areas from three community facilities.





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## TODAY

The Marie Wilkinson Food Pantry (MWFP) is led by Executive Director, Diane Renner and Board Chair, Theodia Gillespie, whose commitments to Mrs. Wilkinson's vision can be witnessed daily throughout the community. Mrs. Renner is a leader in the food pantry field and is the go-to executive in the northern Illinois region for navigating food insecurity. Upon Mrs. Renner's retirement in the fall of 2024, the board of directors has decided to conduct a search for Mrs. Renner's successor beginning in August of 2024.

## VISION

Engage our community as a leader in the ongoing fight against hunger.

## MISSION

To continue the legacy of Marie Wilkinson, the MWFP is dedicated to meeting the hunger needs of individuals and families in Aurora and surrounding communities by educating, empowering, and enlightening people to be self-sustainable through collaborations and partnerships.



## Position Overview

### Overarching Responsibilities

#### Executive Leadership

- Articulates a clear vision of the organization and advances the mission and vision;
- Exhibits core leadership and executive competencies;
- Collaborates with the board leadership and community leaders to effectively communicate and implement strategic initiatives;
- Develops/executes strategic plans, dashboards, and overall budget/targets for all areas of the organization;

#### Functional Leadership

- Oversees staff and volunteers; offers direction, guidance, and coaching to individual team members; assesses and builds capacity of the organization;
- Leads the development of annual plans (focus, budget, scope, accountabilities); monitors staff performance and goals;
- Oversees all aspects of organizational activities;
- Ensures timely and accurate dashboards, monthly, quarterly, and yearly reports are prepared and presented in a clear, concise, focused, and actionable way;
- Works with volunteers;
- Effectively leverages technology to improve the effectiveness/efficiency of the organization;
- Ensures compliance with applicable laws, regulations, and standards



## Individual Activities

- Reports to the board of directors;
- Liaison between staff, volunteers, and the community;
- Manages a personal portfolio of high-level prospects. Cultivates and engages prospects, solicits gifts, and strategically increases giving levels;
- Supports and engages the executive committee and board members in strategic operations;
- Identifies and evaluates appropriate relationships with corporations with potential to support the organization through in-kind services and donations

***Other duties as assigned or required for the performance of this position***

## Education/Job Experience

- Minimum of an associate's degree;
- Experience in one of the following categories:
  - Nonprofit management or business experience growing organizations;
  - Minimum of 5 years of management/customer service experience;
  - Minimum of 5 years of experience in nonprofit or corporate management, which includes 3 years of supervisory experience



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## Knowledge/Skills

- Ability to work with volunteers;
- Knowledge of the roles and responsibilities of a volunteer board;
- Knowledge of fund development processes and procedures as well as proven ability to plan;
- Proficiency in writing and administration of grants, especially in the governmental sector
- Ability to develop and administer budgets;
- Understands property and site development;
- Knowledge of educational/training programming;
- Computer literacy including word processing, database management;
- Must have a valid driver's license and reliable transportation

## How to Apply

Interested parties should contact Joseph Matty, Marquette & Hamlin Group, via email at [joseph@marquettehamlingroup.com](mailto:joseph@marquettehamlingroup.com)

### About Marquette & Hamlin Group (MHG)



MHG is a full-service consultant for non-profit organizations. MHG is committed to bringing talented senior leadership to organizations who are committed to making a difference, regardless of size or budget. As a boutique organization focused on board and organization leadership, operations, philanthropy, marketing and communications, MHG believes nonprofits are the catalyst to community and professional excellence.