



Rachel's Table Executive Director – Worcester

The Executive Director of Rachel's Table is responsible for all functions relating to the operation of Rachel's Table in accordance with its stated mission, including the following specific responsibilities:

- **Oversight and Operation of all Rachel Table Programs**
 - Food Rescue Program - Oversee day to day operations of food rescue program including working closely with volunteers (dispatchers and drivers), food donors, and recipient agencies
 - Maintain monthly volunteer schedule
 - Maintain and train volunteers
 - Identify and implement software to facilitate day-to-day operation of food rescue program
 - Children's Milk Fund Program
 - Work with receiving agencies to determine milk needs
 - Work with supplier for delivery and pricing
- **Financial**
 - Work closely with Rachel's Table accountant and Executive Committee to develop and maintain annual budget
 - Develop and maintain a coordinated system for processing bills and handling donations
 - Determine use of extra funding that is received to best support receiving agencies
 - Develop, administer, and analyze yearly surveys to gather statistics on clients' needs and local hunger statistics for yearly Hunger Statistics fact sheet
- **Public Relations**
 - Promote and publicize the activities of Rachel's Table
 - Maintain positive working relationships with donors, media, area Food Banks, community organizations, and general public
 - Act as spokesperson for Rachel's Table at community and private events
 - Promote positive relationships with the Jewish Federation of Central MA
 - Meet with other community organizations, local or statewide, as needed
- **Fundraising**

- Maintain existing grants and find and secure new grants, including writing grant applications and follow up grant work
- Cultivate relationships with grantors
- Implement special fundraisers through direct mail fundraisers and special events, including coordination of fundraising opportunities through the Jewish Federation

Qualifications

- Excellent oral and written communication skills
- Ability to build strong relationships inside and outside of the organization
- Capability to optimize and grow current operations in coordination with the Executive Committee
- Solid financial knowledge of budget development and financial management
- Experience in successful grant writing
- Demonstrated development of successful fundraising
- Ability to represent Rachel's Table in the community and press
- College degree or equivalent experience

What is Rachel's Table?

The mission of Rachel's Table is to distribute donated and specially purchased foods and milk, without charge, to agencies feeding hungry children, families, and individuals in greater Worcester, Massachusetts and to reduce the waste of nourishing food.

Rachel's Table, a recipient of the **National Presidential Point of Light Award**, the **Congressional Victory Against Hunger Award**, and a **Project Bread Agency Award**, is a food rescue program for the hungry of Worcester as a program of the Jewish Federation of Central Massachusetts.

Rachel's Table is a volunteer-based group that transports unserved and unsold prepared and perishable foods that otherwise would be wasted. This "excess" food is distributed to 30 shelters, soup kitchens and neighborhood pantries that serve our needy neighbors.

Rachel's Table picks up food donations generated by restaurants, markets, bakeries, hotels, hospitals, caterers, and other food institutions. Presently, over 70 volunteers of Rachel's Table are united in a desire to help feed hungry people, and at the same time prevent waste of valuable and nourishing food. Rachel's Table volunteers transport food in their own vehicles.

What is the Children's Milk Fund?

In June 1992, a needs survey revealed desperate requests for fresh milk and infant formula in agencies servicing children. In response, Rachel's Table initiated its "Children's Milk Fund Program."

Fresh milk continues to be one of the most highly requested food items for needy children. The Children's Milk Fund provides at least 664 gallons of milk every week to children at 20 social service agencies. The Children's Milk Fund is the only regular source of donated milk in the area and program of its kind.

The purchased milk is funded by grants as well as by community and individual donations. Using a local dairy, the milk is distributed to hungry individuals who receive it in a way that promotes dignity and respect.

Other programs supported by Rachel's Table

When funding allows, Rachel's Table purchases fruits and vegetables used by the summer meal program for Worcester's children. During summer months when schools are closed, school meals are unavailable, and children suffer. Rachel's Table works with Friendly House Neighborhood Center to provide healthy, free breakfasts, lunches, dinners, and snacks.

Rachel's Table is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.