**TITLE:** Director of Programs

**CLASSIFICATION:** Full-time/Exempt/Benefit Eligible

**SUPERVISOR:**  Executive Director

**JOB QUALIFICATIONS:**

1. have a Master’s degree or equivalent experience and education
2. have excellent oral and written communication skills
3. have superior problem solving and conflict management skills
4. have a minimum of 3 years professional experience addressing the needs of the low income community
5. have proven management and supervisory skills; minimum of 3 years supervisory experience required
6. be proficient in technologies including web-based applications

**DUTIES:**

1. Serve as a key member of The Food Bank Senior Leadership team, filling-in for the Executive Director in their absence
2. Provide leadership, direction and oversight to all Program Department staff, including Agency Relations, Children’s Programs and SNAP Coordinators with direct supervision of four team members
3. Provide leadership, direction and oversight to the Central Pantry Operation and the team of seven employees that serve 10,000+ people each month
4. Provide leadership and work closely with the Operations team to ensure food distribution through Partner agencies, Mobile Pantries, Children’s Feeding programs, and Veteran’s Programs
5. Coordinate agency monitoring program: develop and direct overall plan for agency inspections and periodic reviews according to Feeding America standards
6. Coordinate monitoring of Buddy Pack distribution and Summer Feeding Program within schools and host organizations
7. Strengthen community connection to The Food Bank by building an engaged and well-stewarded network of agency and school related data and information for reporting and auditing purposes
8. Review new agency applications and address issues with current agencies
9. Maintain hunger mapping across all service area counties to determine need saturation of existing agency locations; recommend new pantries/agencies when deficient areas are identified
10. Connect with individuals served through administration of surveys and face-to-face interaction to ensure organization’s alignment with their needs
11. Partner with and support other Food Bank functions – particularly Operations, Volunteer Programs, Development, Communications and Community Relations to provide the best possible service to individuals served and increase the efficiency and impact of The Food Bank as a whole
12. Travel periodically within 32 county service area to visit agencies/pantries; no overnights required
13. Participate in local and regional committees around Food Policy issues
14. Work as a liaison between stakeholders and hunger research groups who seek to support the mission of The Food Bank
15. Respond to media requests that specifically seek out information regarding Food Bank programming

**ALL OTHER DUTIES AS ASSIGNED**

**WORK AT ALL TIMES TO KEEP THE IMAGE OF THE FOOD BANK A POSITIVE ONE IN THE PUBLIC VIEW**

Please send resumes with cover letter and salary requirements to:

[dhunt@sharefoodbringhope.org](mailto:dhunt@sharefoodbringhope.org)

[lindsayl@sharefoodbringhope.org](mailto:lindsayl@sharefoodbringhope.org)