

Gleaners Community Food Bank of Southeastern Michigan Job Description

Job Title: Director of Food Access and Youth Engagement
Reports To: Vice President of Program Services
FLSA Status: Exempt
Department: Programs
Last Update: February 2020

The Director of Food Access and Youth Engagement is responsible for the administration of the youth engagement, family, school based and older adult food access programs.

Essential Duties and Responsibilities

1. Supervise the management of the current youth and senior food access and youth engagement programs within Gleaners, in the community, and with agency partners.
2. Integrate programming for increased operational efficiency, mission effectiveness and cross-functional synergy.
3. Develop and monitor management of program budgets and achievement of program goals.
4. Participate in grant application, grant budget and grant reporting processes with Development team and Vice President of Programs.
5. Provide project management of grant funded programs ensuring achievement of grant objectives.
6. Direct the school food security team initiative, Best Food Forward and oversee project management of this initiative.
7. Identify resources and opportunities to introduce nutrition education to agency partners and their customers, empowering both to make healthier choices.
8. Participate in initiatives to create healthier environments within the food bank network.
9. Participate in the development of comprehensive program evaluation methods, including analysis of current program impact and recommendation for future programming.
10. Develop the work force through management of the recruitment, selection and on-boarding processes.
11. Supervise the work of program management team by assigning, monitoring and appraising performance.
12. Develop the work of program management team by training, coaching, counseling and disciplining employees.
13. Interact with partners and other external stakeholders, on behalf of Gleaners.
14. Interact with the media on behalf of Gleaners, as requested and approved by Marketing & Communications leadership.
15. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
16. Other duties as assigned.

Scope of Position:

Budgetary Responsibility: Moderate
Personnel Responsibility: High
Access to Confidential Info: Moderate
Supervisory responsibility: High
Community contact: Moderate
Donors: Low
Volunteers: Low
Food Partners: Moderate

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

1. Bachelor Degree in nutrition, public health, non-profit management or related field required. Master's degree preferred.
2. A minimum of five years supervisory experience required.
3. A minimum of three years budget management experience required.
4. Program management experience preferred.
5. Demonstrated leadership ability, team management, and interpersonal skills.
6. Requires the ability to work with diverse populations.
7. Requires flexibility of scheduling, including evenings and occasional weekends.
8. ServSafe certification desirable, but not required.

Language Ability

Excellent verbal and written communication skills; with the ability to write routine reports, and correspondence are required. Strong interpersonal skills with all contacts, internal and external, are required.

Math Ability

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Basic knowledge of bookkeeping required.

Reasoning Ability

Strong analytical skills are required. Ability to proactively address and creatively solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient in Microsoft Office.

Work Environment

The standard work environment is an office setting with fluorescent lighting and temperature and humidity controlled by air conditioning and heating. The noise level in the work environment is usually low. The employee will occasionally be required to perform duties in other settings (i.e. Warehouse or industrial environments, outdoors, other corporate settings.)

Physical Demands

The employee must occasionally lift and/or move up to 35 pounds. While performing the duties of this job, the employee is frequently required to speak, hear and use hands. Moderate amounts of walking as well as long periods of sitting or standing are occasionally required.