

Gleaners Community Food Bank of Southeastern Michigan Job Description

Job Title: Senior Director, Community Engagement - Livingston
Reports To: Vice President, Community Engagement
FLSA Status: Exempt
Department: Community Engagement
Last Update: August 2023

Reporting to the Vice President of Community Engagement, the Senior Director of Community Engagement (SDCE) Livingston serves as a senior leader, entrepreneur, and advocate to further the mission and work of Gleaners Community Food Bank. As a primary community-facing position, the SDCE is expected to be poised and professional and must be able to articulate the vision of Gleaners to many different audiences while forming strategic alliances and partnerships that will advance community food security in Livingston County. Analytical skills, judgement, and adaptability to various community settings will be essential. The SDCE is a key position to realize Gleaners' goal of establishing a hunger-free community in Livingston County. In addition to working closely with the Vice President of Community Engagement, the SDCE will serve as a member of the Gleaners Senior Leadership Team. The SDCE will be engaged in cross-functional leadership activities and will have ongoing collaborations with executive leadership to develop and implement strategies for Gleaners Livingston and across the organization.

Essential Duties and Responsibilities

- Align own leadership and work with the Gleaners mission, vision, values, and strategic plan.
- Initiate, design, lead and implement a comprehensive strategic plan for community engagement and development of systems and advocacy strategies that promote and advance food security for Livingston County.
- Align community priorities, community assets and Gleaners organizational capacity to increase and sustain community food security. Work closely with the Advancement team to coordinate fund raising strategies.
- Develop a thorough understanding of community food security strategies and prioritize the best opportunities to take the highest performing strategies to scale.
- Lead/expand service reach, access and impact across Shared Harvest Pantry and the Livingston partner network.
- Build and lead an engaged and motivated Gleaners team.
- Serve as the key spokesperson for Gleaners in Livingston County. Collaborate with the Gleaners Public Relations team on a media communications strategy in support of Livingston priorities.
- Work closely with the Vice President of Community Engagement to communicate with and manage key stakeholder relationships including the funders, community leaders, nonprofit leaders, legislators, government employees and others important to the long-term provision of food security and the expansion of the food safety net.
- Promote a positive work environment where team members feel empowered, engaged, and connected to Gleaners mission and strategic plan.
- Demonstrate and support the Gleaners' mission, vision and values throughout all professional responsibilities and activities.
- Other duties as assigned.

Scope of Position:

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

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.*

Essential QualitiesExcellent Communicator

- Strong conversationalist and exceptional listener
- Excellent writing and presentation skills
- Ability to adapt your communication style for different audiences and occasions.

Passionate, Enthusiastic, Committed to the Mission

- Can succinctly articulate the case for food security; inspires others by communicating enthusiasm for the cause.
- Knowledgeable about the cause and personally convinced of its value.
- Demonstrates passion toward building a positive culture internally as well as an effective strategy for success externally.

Strategic and Innovative

- Channels inspiration into appropriate action
- Prioritizes work and sees connections and new opportunities.
- Determines when activities can be standardized and when they need to be customized.

Systematic and Organized

- Excellent time management, record keeping, strategic planning and execution.
- Demonstrated ability to track and manage deliverables to successful completion.
- Takes initiative, solves problems, and quickly adapts to change.

Optimistic, with Good Self-Esteem

- Learn from each experience, moving on with optimism undiminished and self-esteem intact.

Education/Experience

- Minimum of 5+ years' leadership experience working with a community facing organization.
- Bachelor's degree, preferred.

Work Environment

- This position is a hybrid role, allowing for home-office work, with expectations that the candidate will work in-office as needed to fulfill job requirements.