



Position Title: Director of Programs

Status: Full-time, Exempt, Reporting to the Executive Director

Position Summary:

Do you want to change lives? Yolo Food Bank advances the common good in our community by providing nutritious food for 55,000 children, seniors, veterans, disabled, homeless and other vulnerable Yolo County residents each month. This is accomplished via a network of 200 food distribution partners and relationships with nearly 100 local nonprofit organizations. This position reports directly to the Executive Director. Primary responsibilities are developing policies and activities related to effective and efficient execution of programs that meet the Food Bank's mission and community needs. The position includes conducting analyses that identify and inform the understanding of current and unmet community needs; creating innovative programs and/or updating existing programs relating to food distribution and nutrition education, as needed; supervising staff; and collaborating with other managers and partner organizations on effective policies, procedures, distribution schedules, program assessments, information sharing, and budgets.

Qualifications:

1. Knowledge of program or project management, performance management (programs and people), regulatory analysis, and best practices for building organizational relationships.
2. Strong work and team ethic; able to work effectively with and provide direction to a diverse community of staff; peers; volunteers; governmental, nonprofit and business representatives; and clients.
3. Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher).
4. Excellent communication (written and oral), business writing and presentation skills.
5. Strong planning, problem solving, decision making and organizing skills.
6. Strong focus on details and accuracy in all aspects of duties.
7. Proficient in learning and using electronic systems and databases.
8. Able to plan, initiate and manage multiple tasks despite frequent interruptions and deadlines with accuracy, flexibility and professionalism.
9. Able to understand and analyze reports, government regulations, financial and program data, budgets, and grant requirements, and make logical recommendations.
10. Able to make decisions in a changing environment, anticipate future needs, respond to unanticipated events, and meet deadlines.
11. Able to work positively and effectively with difficult customers (internal and external) in person or over the phone.
12. Able to work independently with little supervision.
13. Minimum three years' experience with increasing responsibility in program development and/or coordination, and two years' experience supervising volunteers or staff.
14. Valid California drivers license and evidence of insurability.

For more information about Yolo Food Bank, please visit www.yolofoodbank.org.

To apply, please submit cover letter and resume to: lorna@yolofoodbank.org.
The subject line must read: **Director of Programs**, followed by your last name.

Yolo Food Bank is an Equal Opportunity Employer.

DIRECTOR OF PROGRAMS

Salary Range: \$57,000 to \$67,000 annually; Full-time; Exempt

Regular Work Schedule: Monday through Friday, 8:30 am to 5:00 pm

POSITION SUMMARY: This position develops and manages policies and activities related to effective and efficient execution of programs that meet the Food Bank's mission and community needs. Current programs include the USDA Emergency Food Assistance Program (EFAP), Nonprofit Partner Organization Program, Eat Well Yolo, Kids Farmers Market, and Holiday Food Distribution. The position also coordinates closely with staff from the Administration, Philanthropic Engagement and Operations departments to provide timely and appropriate financial and grant reporting information, updates on program activities to increase community outreach and awareness, and ensure donated food and other products are available as needed for partner organizations and distribution partners. Other responsibilities include Program staff management; program design, implementation and evaluation and coordinating activities related to the execution of grants, volunteers and nutrition education.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Initiate and conduct research and analysis that informs the identification and understanding of both current and unmet community needs.
2. Create innovative programs or update current ones to address current and projected needs that are aligned with the mission and goals of the Food Bank.
3. Collaborate with the Executive Director regarding the identified needs and proposed programs.
4. Supervise Programs staff, including recruiting and hiring, training and developing, assigning and evaluating work, and coaching and disciplining as necessary.
5. Work collaboratively with the Director of Operations to develop policies, procedures and schedules that provide partner organizations and direct distribution programs access to donated food effectively, efficiently and in compliance with program and grantor requirements.
6. Work collaboratively with the Director of Philanthropic Engagement to establish and maintain productive relationships with government funders. Also work collaboratively with the Directors of Operations and Philanthropic Engagement to host monitoring visits from government agencies as needed, focusing on accuracy, thoroughness and responsiveness.
7. Develop, implement and manage policies and procedures designed to realize the full potential of all partner organization relationships, and provide partners and clients with accurate nutrition, food safety, and other resource information as needed.
8. Design and enhance procedures and electronic systems that allow for efficient analysis of programs' effectiveness in order to ensure full program impact and legal compliance, as well as identify and implement opportunities for improvement. Communicate objectives and outcomes to management as needed.
9. Develop and manage the department budget. Work collaboratively with staff in the Administration and Philanthropic Engagement departments regarding budget development, status and compliance with reporting requirements for programs and grants.
10. Provide accurate and timely program information to Philanthropic Engagement staff as needed.
11. Coordinate with the Executive Director and Philanthropic Engagement staff to represent and/or act as spokesperson for the Food Bank at government, business and partner organization meetings, events and presentations.
12. Model Yolo Food Bank core values and organizational culture in all work efforts.

Other Duties and Responsibilities:

1. Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities Required:

1. Drive own or Yolo Food Bank transportation up to six (6) hours per week, for off-site meetings, site visits or to assist with food distribution or events.
2. Knowledge of program or project management, performance management (programs and people), regulatory analysis, and best practices for building organizational relationships.
3. Strong work and team ethic; able to work effectively with and provide direction to a diverse community of staff; peers; volunteers; governmental, nonprofit and business representatives; and clients.
4. Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher).
5. Excellent communication (written and oral), business writing and presentation skills.
6. Strong planning, problem solving, decision making and organizing skills.
7. Strong focus on details and accuracy in all aspects of duties.
8. Proficient in learning and using electronic systems and databases.
9. Able to plan, initiate and manage multiple tasks despite frequent interruptions and deadlines with accuracy, flexibility and professionalism.
10. Able to understand and analyze reports, government regulations, financial and program data, budgets, and grant requirements, and make logical recommendations.
11. Able to make decisions in a changing environment, anticipate future needs, respond to unanticipated events, and meet deadlines.
12. Able to work positively and effectively with difficult customers (internal and external) in person or over the phone.
13. Able to work independently with little supervision.

Minimum Experience and Education:

1. Three years' experience with increasing responsibility in program development and/or coordination.
2. Two years' experience supervising volunteers or staff.

Certificates and Licenses:

1. Valid California drivers license and evidence of insurability.
2. Obtain Food Handler Card Certification within 30 days of work start date.

WORKING CONDITIONS / PHYSICAL AND NON-PHYSICAL REQUIREMENTS:

1. Occasionally stand (10%) and walk (10%), often on concrete surfaces.
2. Regularly sit (up to 80%), primarily at desk, in meetings or when driving.
3. Regularly lift up to 10 pounds; occasionally up to 20 pounds.
4. Occasionally bend, stoop, kneel, crouch, crawl, climb, and balance.
5. Occasionally work in a dusty and noisy environment due to motorized vehicle traffic in the warehouse or at distribution sites.
6. Frequent repetitive hand motion, grasping and fine hand manipulation up to six hours per day, primarily for key boarding and handwriting.
7. Hear and correctly understand face-to-face and telephone conversations up to four hours per day.
8. Speak clearly and correctly face-to-face or over the telephone up to four hours per day.

9. Frequently work effectively and efficiently and in a positive manner with internal and external customers in person and over the telephone.
10. Occasionally work in extreme temperature variations. Facility entrances may be open and work conditions at the warehouse or food distribution sites can be very hot during the summer months and very cold during the winter.
11. Work occasionally outside at food distribution sites or during events, exposed to the elements.

Yolo Food Bank is an Equal Opportunity Employer.