



## FOOD for LANE COUNTY JOB DESCRIPTION

**POSITION TITLE:** Programs & Services Director

**RESPONSIBLE TO:** Executive Director

**CLASS:** Exempt

**COMPENSATION:** Starting salary \$65,000-\$70,000/year, depending on qualifications. Health insurance benefits offered after 60 days of employment; other benefits offered after 90-day mutual trial service period is satisfactorily completed.

**SUMMARY of POSITION:** The ideal candidate for this position is strongly motivated by FOOD for Lane County's mission, is a compassionate and insightful leader with a collaborative work style, an active listener, supportive team builder, open minded, accountable, and comfortable working in a complex nonprofit organization. The ideal candidate demonstrates excellent supervisory and program management skills and can effectively balance administrative and direct service needs.

The main responsibilities of the position are executive leadership and management for a designated portfolio of FFLC programs and services; assessment of community needs and how to best meet those needs; program development and evaluation; fostering community relationships and partnerships; and supervision of department personnel. The Programs & Services Director provides leadership in all aspects of short- and long-range program planning, forecasting, and budgeting, including trend analysis to guide strategic plans.

### **PRIMARY TASKS & RESPONSIBILITIES:**

Direction and oversight for an assigned portfolio of FFLC programs, working in close collaboration with the Programs & Education Director (see attached list of initial assigned programs, subject to adjustment):

- Support and design a range of solutions to hunger that provide choice and dignity to people experiencing it.
- Lead change processes and staff development to deliver flexible, responsive, effective services.
- Ensure programs are aligned with mission and achieve their intended impact.
- Help conduct county-wide hunger and food insecurity needs assessments. Identify trends; present data and analysis to the organization.
- Help oversee the equitable distribution of donated food to partner agencies and programs.
- Work with agency staff to disseminate information to the public and funders.
- Guide annual work plan process for assigned programs. Define and articulate funding priorities, develop budget and oversee spending and grant utilization.

- Oversee program development, design, implementation, and evaluation, including program descriptions, research on trends, data collection instruments, analysis and survey design.
- Oversee compliance controls to satisfy conditions of federal, state and grant funded programs.
- Establish risk mitigation to safeguard food safety, charitable tax status and client civil rights, while empowering partners to deliver innovative and flexible programming.
- Help ensure organizational readiness to provide applicable programs and services to the community in event of a disaster or emergency; works to enhance the level of readiness of partner agencies.
- Works with appropriate staff to write and submit grants; provides assistance with grant outcomes, measurements and reporting.

#### Community partnerships:

- Develop and oversee relationships with community partners operating in health, human services, anti-poverty, and disaster preparedness areas to understand environmental factors and position FFLC as a primary contributor.
- Develop relationships with hunger relief organizations to identify trends, develop innovative service delivery models and share best practices.
- Make frequent public presentations and some media appearances.
- Advocates for issues affecting people using FFLC's services.

#### Organizational leadership and supervision of staff:

- Promote a positive work environment with a high level of focus on FFLC's values of compassion, collaboration, and inclusion.
- As a member of the senior leadership team, directly contribute to the development of strategies, policies, and work culture.
- Exhibit leadership on complex situations that often requires skill in change management.
- Establish and model constructive interpersonal dynamics and build an energized team.
- Responsible for all aspects of personnel administration, including hiring, training, coaching, employee development, performance appraisals, discipline, and conflict resolution.

#### Budget and financial control:

- Prepare and justify department budget, manage expenses, analyze variances, and initiate corrective actions and spending adjustments to achieve financial objectives.
- Adhere to spending policies and procedures.
- Satisfy organizational goals for capital and operating expenditures and returns on investment.
- Manage government contracts.
- Build on FFLC's reputation as a high-performing steward of donor resources.

**OTHER TASKS & RESPONSIBILITIES:**

- Other duties as assigned.
- Represents FOOD for Lane County to the public with knowledge and respect.
- Attends the following regularly scheduled meetings: All Staff, Management Team, Board of Directors, team meetings as scheduled, and Inventory.
- Help facilitate and support Board committees related to Programs & Services.

**SKILLS & QUALIFICATIONS:**

- Bachelor's degree or higher, preferably in the field of nonprofit management, public policy, planning, social services, sociology and/or related field.
- Work experience relevant to the position, preferably including planning, program development, program evaluation and program or project management.
- Experience working as a supervisor of other employees; completion of a supervisory training program preferred.
- Experience supervising staff, organizing and delegating work, and providing leadership.
- Ability to solve problems, manage multiple priorities, and move complex projects forward while paying attention to details and deliverables.
- Excellent verbal and written communication skills.
- Excellent research and analysis skills.
- Public speaking skills.
- Professional or volunteer experience with social services, food banking, hunger relief programming and/or community food systems work preferred.
- Ability to understand, negotiate and monitor contractual documents.
- Proficiency using Microsoft Windows and Office software, specifically Word, Excel, Outlook, and other software productivity tools.
- Ability to work in an open office environment with noise and interruptions.
- Safe driving record, valid Oregon driver's license, current vehicle insurance and ability to use personal vehicle for FFLC business, and qualify for insurance coverage with FOOD for Lane County's carrier.
- All offers for employment are contingent on a satisfactory background check.

*FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, marital status, veteran, or disability status.*



# FOOD for Lane County

Programs Assigned to the **Programs & Services Director**  
and the **Programs & Education Director**

August 2019 – subject to change

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770 Bailey Hill Rd.  
Eugene, OR 97402  
PH (541) 343-2822  
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Established in 1984, FOOD for Lane County (FFLC) is a private, nonprofit food bank dedicated to *alleviating hunger by creating access to food*. We accomplish this by soliciting, collecting, growing, rescuing, preparing, and packaging food for distribution through our network of social service agencies and programs. We also work on public awareness, education and community advocacy to encourage long-term community-based solutions to hunger.

As the second largest food bank in Oregon, we are a member of both the Oregon Food Bank network and Feeding America, the national food bank collaborative. With 60+ employees and a volunteer Board of Directors, we serve the emergency food needs for a population base of 360,000 people living in 4,700 square miles comprising both urban and rural Lane County.

FOOD for Lane County has developed a variety of innovative programs to address hunger and food security in Lane County. From addressing childhood hunger to providing food assistance for seniors, people with disabilities, the working poor and the unemployed, we are committed to providing programs and services to meet the needs of diverse populations.

## ***Programs Assigned to the Programs & Services Director Position***

### ***Child and Senior Nutrition Programs (manager and 3 staff)***

#### ***Meals on Wheels***

Meals on Wheels is more than just a meal! Friendly volunteers deliver a nourishing, freshly prepared noontime meal that is nutritionally balanced to provide one-third of a senior's recommended daily nutrients. Volunteers have time for a brief chat and a safety check. Seniors who live alone feel more secure knowing that someone is checking on them regularly.

#### ***Cereal for Youth and Children's Weekend Snack Pack***

- Cereal for Youth provides snack-size portions of nutritious, organic cereal to children and teens through schools and youth programs in Lane County.
- The Children's Weekend Snack Pack program provides a gallon-size Ziploc bag of kid-friendly snacks for elementary-school aged children to take home on the weekends and vacations, when they may not have access to other food.

### ***Senior Grocery Program (1 staff)***

The Senior Grocery Program is a once monthly food box (or bag) given to low-income seniors. The box is filled with nutritious staple foods necessary to a balanced diet.

### ***Summer Food Program (1 seasonal manager and 80+ seasonal staff)***

FOOD for Lane County operates the largest Summer Food Program in Oregon, which provides nutritious meals five days a week to children during the months when the National School Lunch Program is not in session. Staff and volunteers serve meals at schools, parks and community centers located throughout Lane County during the summer months.

***Partner Agency Services (1 manager and 1 staff)***

***Food Distribution Network through Partner Agencies***

While FOOD for Lane County administers many of its own programs, we rely on our network of approved partner agencies to distribute the majority of the food we collect. All FFLC Partner Agencies are their own, independent, non-profit or religious organizations. Donated food is distributed through 150+ different emergency food pantries, meal sites, shelters, and non-emergency programs.

***Trillium Produce Plus and Extra Helping***

- Produce Plus, sponsored by Trillium Community Health Plan, brings high-quality fresh fruits and vegetables to people in need at community and neighborhood locations.
- Extra Helping prevents hunger by providing a weekly serving of bread and produce for residents in low-income housing complexes.

***Programs Assigned to the Programs & Education Director Position***

***Job Training (0 staff, implementation by Programs & Education Director in cooperation with FFLC Operations staff)***

The food bank helps people receiving services with employment skills to help be on a path out of poverty. We work with adults who may face challenges to employment, providing a supportive and structured environment to get them ready for the workforce. The programs run twelve weeks and prepares participants to work in a warehouse.

***Family Dinner Program (manager and 6 staff)***

The Dining Room provides free meals four days a week at a downtown Eugene location. In addition to offering meals, this innovative restaurant serves large portions of dignity in a community-oriented atmosphere.

***Gardens (manager, 2 site supervisors, 4 staff)***

FOOD for Lane County's gardens--- the GrassRoots Garden and the Youth Farm ---provide on-site gardening opportunities and workshops, while growing fresh, organic produce for distribution through the FOOD for Lane County Network. County residents may also access fresh produce by purchasing it at the youth-run farm stands and through a community-supported agriculture program. FFLC Gardens staff and volunteers teach Seed to Supper classes, a six-week gardening on a budget series for novice gardeners taught at partner agencies throughout the county.

***Nutrition Education (1 staff)***

In addition to partnering with Oregon State University/Lane County Extension to provide samples and nutritious recipes at food pantries, FOOD for Lane County offers nutrition education through cooking classes, grocery store tours, and outreach events. Nutrition program volunteers demonstrate how to prepare healthy, low-cost meals. Classes are offered in English and Spanish.