



## Associate Director of Agency Support

**Are you interested in using your community organizing and nonprofit management experience to make the difference in the lives of 116,000 Alameda County residents every month?** Do you strongly believe that no man, woman or child in Alameda County should go to bed hungry? If you said yes to any of these questions, then please consider joining the Alameda County Community Food Bank's mission of passionately pursuing a hunger-free community.

The Associate Director of Agency Support will lead a high-performance team supporting our network of community-based organizations in distributing food to people across Alameda County, through food recovery, and government and non-government food programs. This key position is responsible for administering food programs and managing collaborative partnerships to monitor compliance standards and strengthen the capacity of member agencies that serve communities in Alameda County.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving one in five Alameda County residents. Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. The distribution of 31 million meals annually, through partnership with 200 community organizations, is the core of our efforts – which also include nationally-recognized advocacy and outreach efforts, nutrition and wellness, research, and partnerships in healthcare and education. We have received Charity Navigator's top rating for 11 consecutive years, ranking us among the top one percent of charities nationwide. Please learn more about our efforts at [www.accfb.org](http://www.accfb.org).

### KNOWLEDGE SKILLS AND ABILITIES

- 5-7 years relevant work experience in a social service field, nonprofit or Food Banking experience a plus.
- 5+ years of proven, successful project experience from strategic development through implementation over multi-year periods.
- 5+ years of experience motivating, training and supervising diverse teams.
- Successful history working with social impact organizations on projects that spanned across functional areas; knowledgeable in working with community-based organizations.
- Able to manage and effectively utilize administrative and data collection systems and databases; able to analyze data and derive actionable strategic insights from data.
- Proven experience with complex project management, setting and driving timelines and deliverables, and building consensus in a fast-paced environment.
- Strong attention to detail and experience keeping accurate records on complex programs.
- Adept at collaborative problem-solving, engaging partners to achieve aligned solutions.
- Clear and effective communicator, excellent presentation, negotiation, and writing skills.
- Strong customer service orientation – both organizational, interpersonal.
- Strong computer skills in working with MS Office Suite (Access, Word, Excel, Outlook, PowerPoint) and with databases/software.
- Valid California Driver's License, insurable driving record, and access to a vehicle.
- Bilingual in Spanish, Cantonese, Mandarin, or Vietnamese a plus

## PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, and diversity.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation towards action, innovation, and process improvement.
- A proactive problem solver who drives for results and has the ability to overcome project setbacks
- Ability to work both independently and in a collaborative setting; service orientation with people of diverse backgrounds and circumstances.
- A sense of humor deftly combined with a can-do attitude.

## PHYSICAL REQUIREMENTS

This work is located in both office environment and community settings. Physical activities necessary in the performance of this job: Sitting for prolonged periods; mobility to move throughout the Food Bank in performance of duties; ability to visit community settings; ability to conduct site visits including walking, bending, stooping, and squatting; ability to communicate in a clear speaking voice in person and over the phone; ability to interpret instructions and questions when asked; ability to use a computer; good social skills to facilitate assignments.

This is a full-time exempt position. The starting salary is \$83,160 per year. We offer an outstanding benefit package including:

- Medical: 100% for employees and 93% for dependents for Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% for employees and their dependents.
- Vision: Optional
- Flexible Spending Accounts: Optional
- Commuter Benefit Account: Optional
- Supplemental life, ADD & LTD insurance: 100% coverage.
- 403(b) plan available on the first day with employer match after 1 year of service.
- Employee Assistance Program: 100% coverage for employee and dependents.
- Generous vacation, sick and holiday leave accruals.

**If you meet these qualifications and want to join our mission, please send your *resume and cover letter* through our careers page located at <https://www.accfb.org/about-us/careers/>**

Due to high volume from our open positions and our limited capacity, we are unable to accept phone inquiries at this time. Thank you for your interest!

ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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