

Job Title: **Chief Operations Officer**  
Department: Administration  
Reports To: Executive Director  
Classification: Regular, Full-time, Exempt  
Location: Concord, CA

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The Chief Operations Officer (COO) is responsible for the leadership and direction of the Program, Operations, Advocacy, and Food Resource Development departments as they execute their duties to achieve the organization's mission, goals and objectives. The COO participates in, creates, and executes, along with the Board of Directors, Executive Director, and other members of the senior leadership team, the strategic plans, structure, and processes necessary to manage the organization's current activities and its projected growth.

### **Essential Duties and Responsibilities**

- Coordinate and drive project management, ensure integration and communication between departments.
- Evaluate and address gaps in service and staffing, forecast current and future organizational needs.
- Monitor department budget planning and adherence.
- Ensure compliance with all regulatory agencies such as the Department of Environmental Health, Feeding America, US Department of Agriculture, Department of Transportation, AIB International, etc.
- Supervise Operations Director's management of disaster response plans, exercises, and dissemination of information to staff.
- Supervise plans for ensuring adequate facilities for Food Bank operations.
- Work with the Program Director and Development Department to prepare grant applications, reports, and to ensure goals are met for funders.
- Represent the Food Bank on various boards such as Emergency Food and Shelter Board, etc.
- Assist the Executive Director with oversight of Partner Distribution Organization (PDO) administration; lead Cluster activities, set agendas and facilitate meetings.
- Lead Board Infrastructure Committee; serve on the Board Program and Advocacy Committees.
- Provide leadership and advocate for anti-hunger policies, ensuring the needs of Food Bank clients are being met today and in the future.
- Educate, lead, and advise the Board, Executive Director, executive leadership team, and staff on key policy issues and the Food Bank's role, position, and messaging.
- Manage the Food Bank's strategy and plan for ensuring the people we serve make maximum use of CalFresh and other federal benefit programs.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree required and 5 or more years of experience in food banking or distribution preferred. Experience in operations, warehousing, and/or program management required. Must have experience directly supervising staff. An equivalent combination of education and experience may be considered.
- Experience in budget preparation, planning and management experience including government grants, preferred.

- Valid California Driver's license and insurance, and ability to be covered under the Food Bank's auto insurance required.
- Strong proficiency with MS Office Suite and database navigation required.
- Knowledge of project management principles including development and coordination of plans, communication, collaboration, and time management.
- Self-starter with a proven ability to work under pressure with urgency and diligence to meet deadlines.
- Ability to synthesize complex or diverse information; collect and research data and design work flow and procedures.
- Ability to write professional correspondence, reports, and procedure manuals.
- Must be comfortable speaking to various audiences: effectively present information and respond to questions from peers, clients, customers, and the general public.
- Ability to frequently lift and/or move up to 15 pounds. Ability to occasionally lift up to 30 pounds. Ability to climb stairs.

### **Benefits**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, flexible spending account, 403(b), life insurance, and paid leave to eligible employees. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

### **To Apply**

Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: "**Chief Operations Officer.**" Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Avenue  
Concord, CA 94520**

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer**