



Project Management Office (PMO) Manager

Are you interested in using your project management acumen 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!

Alameda County Community Food Bank has achieved notable success in recent years — and is currently responding to an incredible increase in need in our community due to the pandemic and recession. Even with a passionate network of 280+ agency partners serving more clients — and distributing more food — than ever before, we've expanded our services even further to meet the growth in need. A disciplined approach to project management across the organization is essential to expanding our impact — and we need your help!

The Manager of ACCFB's Project Management Office works across the organization to build the project management capacity of Food Bank departments and staff at all levels, and to ensure major, cross-functional projects are managed effectively. The PMO Manager oversees a team of project managers responsible for implementing the Food Bank's project management framework in different teams and verticals. Reporting to the COO, this role collaborates closely with organizational leadership to support the execution of our strategic plan and initiatives.

With our new strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE SKILLS AND ABILITIES

Required Competencies

- 5-8 years of relevant work experience, including demonstrated success in cross-departmental program development and organizational change management.
- 5+ years of experience in a project management role with responsibility for shepherding complex, cross-functional projects from strategic development through implementation over multi-year periods.
- 2+ years of experience motivating, training, and supervising diverse teams. Experience and comfort managing up and laterally. Comfort having difficult conversations, including giving and receiving feedback.
- Experience developing training curricula and materials, and facilitating training one-on-one and in groups.
- Strong customer service orientation — both organizational, interpersonal. Ability to work well with individuals from a variety of socioeconomic and education backgrounds in a culturally diverse environment.
- Excellent written and verbal communications skills; able to communicate expectations, establish priorities, work collaboratively and ensure accountability.
- Exceptional analytics skills; experience identifying KPI's and developing dashboards to monitor leading, process and trailing metrics.
- Knowledge of data collection/research methodologies; able to analyze data and derive actionable insights.
- Strong attention to detail and experience keeping accurate records on complex programs.
- Valid California Driver's License and an insurable driving record. (Personal vehicle not required.)

Preferred Qualifications

- Program Management Institute certifications preferred: PMP, CAPM, PMI-ACP, PMI-PBA
- Expertise in Access, Excel, databases, Cloud Technology, Jet Reports Professional, and/or Dynamics NAV.
- Experience in a nonprofit environment with a variety of stakeholders deeply rooted in community values.
- Experience evaluating and deploying technology solutions for more effective collaborative work.
- Formal training in computer science, mathematics, statistics, business, or a related field.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- A visionary team leader that expects and ensures high-quality output; proven ability to motivate, inspire and encourage creative and out-of-the box thinking.
- Supremely organized; strategic thinker with the ability to develop and monitor plans/budgets 6- /12- /18-months out, and keep multiple balls in the air at once.
- A proactive and creative problem solver who drives for results and has the ability to overcome project setbacks. Sees opportunity in challenges.
- Engaging, persuasive, outgoing and possessing a sense of humor deftly combined with a can-do attitude.
- Thrives speaking in front of groups of various sizes.
- Intellectual curiosity, inquisitive nature, excellent listening skills; ability to work both independently and in a collaborative setting.
- Impeccable integrity and honesty; ability to handle confidential information with discretion.
- Strong work ethic with an orientation towards constant innovation and process improvement.

PHYSICAL REQUIREMENTS

This work is located both in a shared office and warehouse environment. The following physical activities are necessary for the performance of this job: Ability to read and write in English. Ability to use a computer to accomplish the duties of the position. Ability to move throughout the 118,00 sq. ft. Food Bank in performance of duties. Ability to access transportation for travel.

BENEFITS AND COMPENSATION

This is a full-time exempt position, working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5 hour workday; 1 hour unpaid lunch). The non-negotiable starting salary for this position is \$86,200 per year. We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO or PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

If you meet these qualifications and want to join our mission, please submit your *resume and answer the application questions on our careers page located at accfb.org/careers.*

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. 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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