



Sustainability Program Manager

- **Are you interested in using your project management insight to make a difference in the lives of 116,000 Alameda County residents every month?**
- Are you passionate about using your program building skills to make a significant impact and reduce food waste in our community?
- Do you want to apply your skills to helping one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — demonstrate their community impact?

If you're thinking "Absolutely!" — Alameda County Community Food Bank may be **looking for you as our next Sustainability Program Manager.**

The Sustainability Program Manager leads the organization's strategic sourcing of food through various recovery programs — think partnerships with retailers like Safeway, Costco and Sprouts — and works to achieve our goal of maximizing food recovery through program growth and innovation. They oversee the Sustainability Team (currently two program coordinators) and are responsible for developing and implementing new initiatives, strengthening processes and logistics, analyzing data, and program evaluation. A critical component of this position is maintaining strong relationships with Alameda County Community Food Bank's member agencies as well as program donors, funders, and stakeholders.

Alameda County Community Food Bank has been at the forefront of hunger relief efforts for 35 years. Few nonprofits are as well-respected – or have a bigger impact on the community – than we do. Through a network of over 300 agency partners, we serve 1 in 5 county residents and will provide enough food for over 50 million meals this year. We're forward thinkers who encourage innovation. We're changing lives, we're proud of our work, and we're having fun doing it!

With our latest 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

- 5-7 years' experience in a social service field.
- Minimum 2 years of proven, successful program management experience from strategic development through implementation.
- Experience building partnerships with community-based organizations.
- Proven experience with complex project management, setting and driving timelines and deliverables for multiple concurrent projects, and building consensus in a fast-paced environment.
- Comfort in navigating difficult conversations with external partners – generally related to food safety/quality. Able to ensure compliance with Food Bank regulations, while developing and maintaining collaborative relationships with our partners.
- Ability to analyze information and interpret instructions and questions. Excellent attention to detail, experience keeping accurate records on complex programs.
- Strong data management acumen and experience optimizing, overseeing, and analyzing complex shared-measurement systems.
- Strong computer skills in working with MS Office Suite (Word, Excel, Outlook, PowerPoint) and with databases/software, such as CRM or ERP systems.
- Experience developing training curricula and materials, and experience training one-on-one and in groups.
- Clear and effective communicator, excellent presentation, and writing skills.
- ability to interpret instructions and question
- Experience as a media-trained, official spokesperson, or interest in becoming trained in media relations.

- Ability to develop and maintain collaborative and professional relationships.
- Knowledgeable in Food Safety.
- Ability to work independently and as part of a team. This position requires approximately 20% local travel.
- Valid California Driver's License, insurable driving record, and access to reliable transportation.

Preferred Qualifications

- 2+ years of experience motivating, training, and supervising staff or volunteers.
- Experience in a nonprofit environment with a variety of stakeholders and deeply rooted community values.
- Experience with government, grant-funded, or highly-regulated programs.
- Knowledge of Ceres or Meal Connect.
- Bilingual in English and Spanish, Cantonese, Mandarin, or Vietnamese.
- Current ServSafe certification.

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.
- Strong customer service orientation — both organizational and interpersonal.
- Comfort having difficult conversations, including giving and receiving feedback.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation towards constant innovation and process improvement
- Innovative self-starter and problem solver with a bias towards action
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds/circumstances
- A sense of humor deftly combined with a roll-up-your-sleeves, can-do attitude.

PHYSICAL REQUIREMENTS

This work is in an office/warehouse environment with refrigeration and in community settings. Physical activities necessary in the performance of this job include: sitting for prolonged periods; mobility to move throughout the food bank in performance of duties; ability to effectively communicate in English in person and over the phone.

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 \$78,500 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: 15 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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