



## Director of Research & Program Development EXEMPT

The California Association of Food Banks is proud to amplify the voices of food banks on behalf of hungry Californians. We do this by influencing public policy, enhancing the social safety net, ensuring that fresh produce and healthy proteins are available to all Californians, connecting hungry residents with nutrition programs, and supporting our 41 member food banks in their work to feed our communities.

### **JOB SUMMARY**

The Director of Research & Program Development will be the leading expert on California's food security levels, California Association of Food Banks' network capacity, and lead catalyst programs designed to strengthen our members' operations and California's food safety net. The role will champion research on the state's food security and identify its hard-to-reach populations. With this information, the Director will develop and manage catalyst programs that strengthen CAFB's member food bank network capacity as we work to end hunger. This position is accountable for the Network Capacity pillar of our Strategic Plan and oversees a portfolio of work that includes organizational research and program development, and management activities.

The Director of Research & Program Development is a critical member of the leadership team, maintaining a positive and inclusive culture for the organization. They will partner closely with our Advocacy and Communications & Member Engagement teams to develop various programs supporting our member food banks and strengthen California's food security safety net and work closely with member food banks, both individually and collectively, to support their capacity work.

### **RESPONSIBILITIES**

#### *Leadership & Strategic Vision*

- In coordination with the Chief Executive Officer and the leadership team, play a key role in the organization's overall development, strategic planning, service delivery, and management.
- Provide strategic vision and leadership to the California Association of Food Banks, bringing a strong passion for CAFB's mission and vision, and the ability to communicate this passion to others.
- Help increase the visibility of the state of food security in California and CAFB's member food banks' capacity to address hunger in California.
- Maintain an extensive working knowledge of CAFB member operations and capacity and strong relationships across the network. Provide strategic advice and connections to help members improve operations and increase their reach.

#### *Data, Research & Evaluation*

- Champion the development of leading food security data for California, including identifying hard-to-reach populations to define and advance the Association's work. Provide data and analytics about California's food security levels and the state of California's food security safety net to support CAFB and its member food banks in ending hunger in the state.

- Food security research: work towards one comprehensive measure of state and local food security levels, identifying hard to reach populations and gaps in the food security safety net.
- Member food bank research: assess network capacity, infrastructure needs, populations reached, and collective impact.
- Utilize data to identify promising practices, celebrate successes, surface areas of improvement, and recommend strategies for strengthening the social safety net.

### *Program Development*

- Develop and manage programs that strengthen network capacity and increase food distribution in the state, as defined by ongoing member research and analysis of hard-to-reach populations.
  - Determine which programs align with member priorities; deploy resources effectively and efficiently toward program goals, working with staff to balance workload and effort.
  - Establish annual qualitative and quantitative program goals and objectives; track results against these goals and ensure accountability.
  - Oversee program evaluations to ensure continuous improvement and their highest impact.
- Leverage an extensive understanding of member needs to shape state and federal administrative guidelines and program implementation to best meet the needs of hungry Californians.
- Enhance the impact of CAFB programs by staying abreast of developments in food security, poverty, social safety net, and social justice conversations.

### *Departmental Management, Program Funding & Oversight*

- Participate in the budget process and maintain a high level of fiscal responsibility.
- Partner with the Development team on prospecting, reporting, and grant obligations with private funders, as well as state contract development and compliance on aligned work.
- Create a high-performing culture in the program department aligned with CAFB's core values.
- Communicate goals, establish yearly department plans, and manage a high-performing team.

### *External Collaborations*

- Foster collaborations and partnerships with other organizations to advance our mission.
- Represent CAFB on relevant committees and task forces, and others as needed.
- Present research internally and externally, including representing CAFB at local and national speaking engagements and conferences.

## **ORGANIZATIONAL DESIGN**

- Reports to the Chief Executive Officer
- This is an emerging department. It will potentially oversee 1-2 staff and supporting contractors as it evolves.

## **QUALIFICATIONS**

### Education, Training & Experience

- Bachelor's degree or equivalent, relevant work experience required; Master's in human services, social work, public administration preferred.
- A minimum of 5 years of success in the social service sector and program management within a nonprofit, think-tank or philanthropy organization, government agency, or the like.

- Expertise in one or more of the following service areas: food banking, food security, research and data analysis, project development, workforce development, poverty, or social safety net programs preferred.
- Working knowledge of major state and federal anti-hunger and anti-poverty programs.
- Experience working in food banking or membership associations is desired.
- Commitment to the mission of CAFB; preference will be given to lived experience associated with services/programs in alignment with our mission.

### Knowledge, Skills & Abilities

- Excellent communication skills (written, verbal, presentation, and interpersonal), the ability to handle multiple projects and competing priorities, and adapt to a fluid, high-growth environment.
- Comprehensive working knowledge of research and survey principles, data analysis, program planning, organizational structure, budgeting, administrative operations, fundraising, and stewardship.
- Strong ability to analyze complex data for planning and reporting purposes.
- Demonstrated ability to cultivate and steward innovative program initiatives and effective relationships within a diverse community or partner service providers/funders.
- Commitment to the values of dedication, inclusiveness, collaboration, transparency, and accountability.
- Proven ability to lead a high-performing team in a hybrid work environment.

### **Employment Type**

- Full-time, exempt, 37.5 hours per week
- Compensation: \$110,000-\$135,000 per year
- Benefits include employer-paid health, disability & life insurance, plus allowance for dependents or additional coverage; FSA/HSA & commuter benefits options; contribution to retirement account (5%); and competitive vacation/holiday schedule.

### **Location**

CAFB operates as an Oakland-based organization in a hybrid work environment. We're a small but mighty staff of 30+, working in a classic old building in downtown Oakland, conveniently located near the 19th Street BART station. The building is ADA accessible.

### **To Apply**

Please visit the link below to fill out the web form and attach your cover letter and resume where indicated. Please read the instructions carefully. Applications accepted until position is filled.

[Application link: https://fs10.formsite.com/cafb2/DirResearchProgDev/index.html](https://fs10.formsite.com/cafb2/DirResearchProgDev/index.html)

### **About CAFB**

The California Association of Food Banks believes that food is a fundamental right. Food is medicine; it is fuel for learning, a teacher of cultures, and a convener of communities. Right now, 8 million Californians are food insecure, nearly double pre-pandemic rates. We're working to change that.

We value diversity and seek to reflect it on our team and how we do business. Our goal is to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.

*It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance, or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal opportunity employer and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.*