



Director of Programs

- Are you excited by the idea of improving the lives of more than 300,000 Alameda County residents?
- Does program management, data analysis, and process improvement get your gears turning?
- Do you strongly believe that no one in Alameda County should go to bed hungry?
- Do you want to apply your innovative team management 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 said, "Absolutely!" to these questions, the Alameda County Community Food Bank could be looking for **you** as our next **Director of Programs**!

The Director of Programs is responsible for leading and strategically growing the Food Bank's client-facing programs, including agency compliance and capability, government programs, direct distribution, grocery rescue, and nutrition and wellness initiatives. This position facilitates our high-impact strategy for optimizing the distribution of food across our network and increasing our use of data to drive strategic growth. Direct management of team leaders and project management of initiatives are under the Director of Programs' responsibilities as well. As a member of the Food Bank's Client Services, Programs and Operations leadership team, the Director of Programs reports to the Chief Impact Officer and collaborates with directors and teams across the organization to support the execution of our strategic plan and initiatives.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of hunger relief efforts for 35 years. As one of the most efficient direct-impact organizations in the country, few nonprofits are as well-respected — or have a bigger impact on the community — as us. We are a dedicated group of mission-driven people who serve 1 in 5 county residents and will provide enough food for 30 million meals this year. But that barely scratches the surface of all our work. We're changing lives ... we're forward thinkers who encourage innovation ... we're proud of our work ... and we're having fun doing it!

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

- 7+ years' relevant experience in a social service field.
- 7+ years' experience recruiting, developing, inspiring and leading diverse teams.
- 5+ years' experience leading multimillion-dollar, complex programs and projects subject to government, regulatory, corporate or foundation requirements, resulting in positive change or transformation for community stakeholders, internal and external customers.
- Experience developing innovative customer-focused strategies and leading successful execution, in a dynamic, highly collaborative environment.
- Ability to communicate with, influence, and motivate partners, government officials, community organizations, and other stakeholders to ensure program success.
- Ability to develop and maintain collaborative and professional relationships.
- Advanced knowledge and real-world success in project management, data analysis, and process improvement.
- Advanced computer skills in MSOffice Suite and data analysis systems. Tableau skills highly desirable.
- Comfort and experience working with people from diverse ethnic, socioeconomic, and religious backgrounds.
- Ability to work independently and in a team setting.

- Flexibility to attend work functions outside of normal work hours, on weekends and evenings, as needed.
- Valid California Driver's License and insurable driving record. (Personal vehicle not required.)

Preferred Qualifications

- Leadership experience in a nonprofit environment with a variety of stakeholders and deeply rooted community values.
- Knowledge of government food programs, funding sources, reporting and food safety regulations.
- Bilingual in Spanish, Cantonese, Mandarin, or Vietnamese.

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, interpersonal. Ability to develop and maintain collaborative and professional relationships.
- Impeccable integrity and honesty.
- A sense of humor deftly combined with a roll-up-your-sleeves, can-do attitude.
- Strong work ethic with an orientation toward action, innovation and process improvement.

PHYSICAL REQUIREMENTS

Physical activities necessary in the performance of this job include the ability to: sit, stand and operate a computer for up to five hours at a time; move throughout the 118,000 sq. ft. Food Bank facility in performance of duties. This position is in a hybrid office environment, involving approximately 20% local travel. Must be able to visit community settings and conduct site visits including walking, bending, stopping, and squatting; communicate in clear speaking voice in person, before large groups and over the phone; interpret instructions and questions when asked. Flexibility to attend work functions outside of normal work hours, on weekends and evenings, as needed.

COMPENSATION AND BENEFITS

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 \$138,000 annually. 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 Platinum or Gold 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, 12 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 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program

If you meet these qualifications and want to join our mission, please send 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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