

Job Title: Vice President of Operations
Department: Operations
Reports To: President and CEO
Classification: Regular, Full-time, Exempt
Location: Ability to report to both our Concord and Fairfield, CA locations

Who We Are

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Vice President of Operations is a key member of the executive leadership team and oversees the largest department at the Food Bank of Contra Costa and Solano in terms of headcount and budget. This position is responsible for all operational development and enhancement activities from conceptualization and planning to execution and evaluation in the areas of warehousing (acquisition, receipt, storage, quality assurance and distribution of food), logistics, and IT for three warehouse locations in two Northern California counties.

The VP of Operations works directly with the President and CEO to develop and execute FBCCS's operational strategy and ensures practices and initiatives are aligned with business objectives and support the organization's long-term growth strategy.

Essential Duties and Responsibilities

- Ensure operational strategy, practices, and initiatives are aligned with the organization's business objectives and support the organization's growth strategy.
- Proactively anticipate current and future operational and building needs and work with the CEO and executive leadership team to strategically plan to address those needs.
- Provide leadership and strategic direction to accelerate growth through focused and cost-effective supply chain and logistics practices.
- Build an organizational culture that has a high sense of urgency, safety, collaboration, continuous improvement, and a high level of accountability.
- Engineer the alignment of people, processes, policies, and assets to obtain an optimal balance between efficiency, service provision and expansion, and collaboration with member agencies and other partners in addressing hunger throughout our service area including northern California.
- Lead, develop, and maintain compliance efforts for all local, state, and federal safety regulations, including Feeding America, USDA, and DOT.
- Serve as the Disaster Incident Commander, in partnership with other member food banks and partner agencies, to oversee the planning and execution of disaster response operations.
- Oversee food resourcing to include donated, USDA, and purchased food.
- Assist the CEO with oversight of Partner Distribution Organizations (PDOs) and other cluster and/or hub and spoke administration.
- Prepare and monitor the departmental budgetary goals according to established procedures.
- Oversee the organization's IT needs, including systems development, hardware/ software purchases and maintenance, phones, and budget.
- Lead all internal safety training and communications to ensure employee and volunteer safety.
- Oversee and ensure that complete and accurate records are maintained of products received and distributed, including donated food, purchased food, and food from government programs.

- Manage vendor and consultant contracts related to Operational needs.
- Serve as an active member of the Programs Committee and Infrastructure Committee of the Board of Directors.
- Coordinate completion of required reporting including NAR and QPR for Feeding America and other partners.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Operations, Supply Chain Management, or equivalent required. MBA desirable. 10+ years of experience in the food industry in a Food Bank preferred. 10+ years of experience in distribution, supply chain and logistics. An equivalent combination of education and experience may be considered.
- A minimum of 5 years of creative and inspired leadership experience supervising senior managers and driving innovation both within a department and across an organization.
- 10+ years in Continuous Improvement and application of LEAN principles. Budget preparation, planning, and management experience required.
- To perform this job successfully, an individual must have strong working knowledge of MS Office applications, database management, and desktop support, network administration and security responsibilities.
- Knowledge of project management principles including development and coordination of plans, communication, collaboration, and time management.
- Ability to identify and resolve problems in a timely manner and develop alternative solutions.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to speak effectively and professionally before groups of customers, employees, and the general public demonstrating cultural sensitivity.
- Valid California Driver's license and insurance and ability to be insured under the Food Bank's auto insurance required.
- Employment is contingent on a satisfactory criminal background screen and passing drug test, including marijuana.
- Ability to work flexible hours, including occasional evenings and weekends.
- Ability to occasionally lift and or move up to 40 pounds.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Compensation and Benefits

This is a regular, full-time, non-exempt position. The starting pay for this position is \$165-175K annually. 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, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.



Job Opening

To Apply

Please send your resume and cover letter to hr@foodbankccs.org with the subject line: "VP of Operations." Email submission is preferred.

Or by mail to:

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

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

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