



Title: Chief Operating Officer (COO)	Classification: Exempt/Salary Salary Range: \$140,000 – \$155,000 annually
Reports To: Chief Executive Officer (CEO)	Location: Roseville, CA

SUMMARY/OBJECTIVE:

The Chief Operating Officer (COO) serves as the senior operational leader of Feeding the Foothills and is a key member of the Executive Leadership Team. Working closely with the CEO, the COO translates the organization's mission, strategic priorities, and growth objectives into effective day-to-day operations that maximize community impact.

The COO provides leadership and oversight across food sourcing, warehousing, transportation, inventory management, agency relations, volunteer repack operations, facilities, food safety, and program operations. The COO ensures operational excellence, regulatory compliance, continuous improvement, and the efficient procurement and distribution of nutritious food throughout the communities served by Feeding the Foothills.

This position requires a strategic and hands-on leader who can balance long-term planning with daily execution in a dynamic, mission-driven environment.

ESSENTIAL FUNCTIONS:

Executive & Operational Leadership

- Serve as a key member of the Executive Leadership Team, contributing to organizational strategy, culture, growth, and sustainability.
- Partner with the CEO to develop and execute strategic plans, annual operating objectives, and organizational initiatives.
- Lead and develop a high-performing Operations and Programs team aligned with Feeding the Foothills' mission, values, and culture.
- Establish operational goals, metrics, and reporting systems to evaluate organizational performance and drive continuous improvement.
- Develop, implement, and maintain policies, procedures, and Standard Operating Procedures (SOPs) that support operational excellence and scalability.
- Foster a culture of accountability, collaboration, innovation, safety, and continuous learning.

Food Sourcing & Supply Chain Management

- Oversee all food sourcing activities, including donated and purchased food procurement.
- Develop strategies to increase the quantity, quality, and nutritional value of food acquired while minimizing total cost.

- Ensure strong relationships with food donors, vendors, Feeding America, retailers, manufacturers, growers, and other supply partners.
- Monitor food acquisition trends and identify opportunities to expand sourcing channels and partnerships.

Warehouse, Inventory & Distribution Operations

- Provide executive oversight of warehouse operations, inventory management, transportation, and distribution activities.
- Ensure accuracy and efficiency in receiving, storage, inventory control, order fulfillment, and food distribution.
- Oversee implementation of inventory control best practices, including FIFO, cycle counting, physical inventories, and stock rotation.
- Ensure operational resources are aligned with program delivery needs and community demand.
- Monitor operational performance metrics and identify opportunities for process improvement and increased efficiency.

Transportation & Fleet Management

- Ensure Feeding the Foothills maintains a safe, compliant, and well-managed fleet.
- Oversee transportation scheduling and logistics to maximize efficiency and meet partner and program needs.
- Ensure compliance with DOT, DMV, CARB, and other applicable transportation regulations.
- Develop strategies to optimize routes, reduce costs, and improve service delivery.

Food Safety, Compliance & Risk Management

- Ensure compliance with Feeding America standards, USDA regulations, Health Department requirements, OSHA standards, AIB guidelines, and other applicable regulatory requirements.
- Promote and maintain a culture of food safety and workplace safety throughout the organization.
- Lead organizational preparedness and response efforts related to operational emergencies and disaster response.
- Monitor risk management activities and implement corrective actions when necessary.

Facilities & Asset Management

- Oversee management and maintenance of buildings, grounds, warehouse equipment, refrigeration systems, vehicles, and related assets.
- Ensure facilities support operational efficiency, safety, and regulatory compliance.
- Manage landlord relationships, vendor partnerships, service agreements, and facility improvement projects.
- Participate in capital planning and infrastructure development initiatives.

Leadership & Team Development

- Recruit, develop, coach, and retain high-performing leaders and staff.
- Establish staffing plans that support organizational goals and growth.
- Conduct performance management, succession planning, and professional development initiatives.
- Foster an inclusive and collaborative workplace culture that reflects Feeding the Foothills' values.
- Ensure equitable employment practices and support employee engagement efforts.

Board & Community Engagement

- Assist the CEO in preparing operational reports, presentations, and recommendations for the Board of Directors.
- Participate in Board meetings and Board committee meetings as assigned.
- Represent Feeding the Foothills with community partners, government agencies, industry organizations, and stakeholders.
- Serve within the organization's Incident Command Structure during emergencies and disaster response activities.

Financial & Strategic Planning

- Partner with the CEO and CFO to develop annual operating and capital budgets.
- Monitor departmental financial performance and ensure responsible stewardship of organizational resources.
- Participate in long-term strategic planning and organizational growth initiatives.
- Support grant compliance, operational reporting, and funding-related requirements.
- Other duties and special projects as assigned.

POSITION REQUIREMENTS:

Required

- Bachelor's degree in business administration, Supply Chain Management, Operations Management, Nonprofit Management, Public Administration, or a related field; or equivalent combination of education and experience.
- Minimum of 10 years of progressive leadership experience with increasing operational responsibility.
- Minimum of 5 years of senior leadership experience overseeing multi-functional operations.
- Demonstrated experience leading supply chain, logistics, warehousing, distribution, transportation, or food operations.
- Experience developing and managing budgets and operational performance metrics.
- Strong knowledge of inventory management systems and warehouse best practices.
- Experience leading organizational change and continuous improvement initiatives.
- Excellent leadership, communication, analytical, and problem-solving skills.

Preferred

- Experience within a food bank, food distribution organization, Feeding America network member, or related nonprofit organization.
- Knowledge of Feeding America standards and food banking operations.
- Experience with large-scale volunteer programs.
- Master's degree in business administration (MBA), Public Administration (MPA), Supply Chain Management, or related field.
- Personal lived experience related to food insecurity or its root causes.
- Bilingual skills relevant to communities served.

SKILLS AND ABILITIES:

- Mission Alignment – Demonstrates commitment to Feeding the Foothills' mission and values.
- Strategic Leadership – Connects operational decisions to long-term organizational goals.
- Operational Excellence – Builds systems, processes, and teams that deliver measurable results.

- Team Development – Inspires, coaches, and develops leaders and staff.
- Collaboration – Builds strong partnerships internally and externally.
- Adaptability – Thrives in a fast-paced environment with changing priorities.
- Equity & Inclusion – Demonstrates commitment to diversity, equity, inclusion, and belonging.
- Communication – Communicates effectively with staff, volunteers, board members, donors, partners, and the public.
- Integrity – Models transparency, accountability, and ethical leadership.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear.

The employee frequently is required to sit, stand, walk, use hands and fingers, handle or feel, reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

EEOC & CIVIL RIGHTS DEPARTMENT STATEMENT:

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, creed, age, sex, gender, sexual orientation, gender identity, gender expression, marital status, genetic information, disability status, protected military or veteran status or any other characteristic protected by law.

HOW TO APPLY

Qualified candidates are invited to submit a cover letter and resume to monique@feedingthefoothills.org for consideration. Applications may also be submitted via the organization's website: <https://feedingthefoothills.easyapply.co/>