

# **DIRECTOR OF PROGRAMS SOUTHEAST TEXAS FOOD BANK**

## **JOB SUMMARY**

This full-time management position strengthens the Food Bank's ability to deliver comprehensive community impact by focusing program activities on mission priorities and appropriate complementary services. Current programs of the Food Bank emphasize food collection and distribution, children's programming, nutrition education and health support, and social services enrollment. This position works with the Board of Directors and Executive Director in setting program strategies and aligning program structure and activities with those strategic priorities. Current job priorities include:

1. Evaluating program strengths and opportunities to determine how to maximize the community impact of Food Bank programming
2. Harmonizing programming initiatives around the Food Bank's mission driven identity and appropriate mission supporting activities
3. Setting strategies for strengthening the alignment of program development with the Food Bank's short and long-term strategic goals

## **KEY RESPONSIBILITIES**

1. Monitor and evaluate all programming activities to insure programming goals are being achieved
2. Recruit, develop, supervise, and evaluate program staff to insure capable and adequate staffing is in place to deliver high-quality programming activities
3. Conduct periodic community assessments and develop, as appropriate, new programming initiatives needed to further the Food Bank's mission and address community service gaps
4. Insure program activities follow organizational policies and procedures, as well as applicable governmental and other external standards
5. Actively promote Food Bank programming to create broader community awareness of services provided and to engage broader spheres of community support
6. Work with the Board of Directors, Executive Director, and Director of Development to insure that program funding needs are clearly identified and sustainable funding streams are cultivated
7. Coordinate appropriate narrative and financial reporting on program activities to satisfy internal reporting requirements and external stakeholders
8. Coordinate cross-program collaboration to harmonize multi-program activities
9. Collaborate with other members of the Food Bank's management team to coordinate cross-departmental activities of the organization and to represent programming communication and coordination priorities
10. Join other Food Bank staff in engaging in emergency food distribution activities at the discretion of the Executive Director during times of disaster, once reasonable accommodations have been made for employee safety.
11. Assist with special projects and organizational management as assigned.

Salary is dependent on experience. The Southeast Texas Food Bank is an equal opportunity employer.