



**DIRECTOR OF PROGRAMS  
Position Announcement**

**Application Dates:  
July 25, 2019 to August 30, 2019**

*(Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)*

**ABOUT US:**

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 290 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2017-2018 fiscal year, the Foodbank distributed nearly 15 million meals to food insecure individuals in the community through a robust network of partner agencies and program sites. Our current work to address the short-term needs for food access and long-term needs related to root causes of food insecurity is guided by a strategic plan, which can be accessed via our website at <https://foodbankonline.org/strategic-plan/>.

**POSITION OVERVIEW:**

The **Director of Programs** is a key leadership team member and an active participant in making decisions that help drive strategy and innovation at the Foodbank of Southeastern Virginia. The position will provide leadership for a team of 8-10 professionals working together to develop and implement comprehensive program strategies that build upon past hunger-relief efforts and ensure achievement of the Foodbank's mission, "leading the effort to eliminate hunger in our community."

In partnership with the Vice President for Programs and Development and President and Chief Executive Officer, the position is responsible for the management and evaluation of all organizational programs that directly benefit individuals in our local community. As a member of the senior leadership team, the Director of Programs will participate in strategic planning and budgeting initiatives in addition to problem-solving. He/she works within the guidelines, policies and mission of the organization and is accountable and responsible for specific projects, as assigned.

The position will have one administrative and three management-level direct reports who focus on community outreach, nutrition, and research, evaluation and grants. This position is also directly responsible for managing a \$2M+ annual program budget with diverse revenue streams, including program fees, individual contributions, as well as corporate, foundation and government grants.

## **RESPONSIBILITIES:**

### Program Delivery:

- Develop a comprehensive program plan each year that addresses the strategic goals and priorities relating to feeding the hungry and eliminating hunger in our community.
- Establish and implement the infrastructure needed to meet monthly, quarterly and annual program targets based on logic models and organization's theory of change.
- Manage the implementation and evaluation of all Foodbank program activities in accordance with best practices, regulatory guidelines and Feeding America standards
- Lead the development, implementation and evaluation of strategies to expand the number of clients benefitting from organizational programs
- Identify and form strategic partnerships to enhance and increase the effectiveness of organizational programs
- Represent the organization on local and regional committees addressing the issue of hunger and other topics that intersect with food insecurity, when appropriate
- Develop and administer annual program budgets, meeting performance targets for revenue and expenses, as appropriate
- Collaborate with leadership team to analyze budget trends that impact implementation of sustainable, scalable and effective approaches to achieving the organization's mission
- Provide oversight for grants administration (prospect research, cultivation/stewardship, application/reporting) and ensure compliance with funder guidelines, including program and financial reporting
- Compile monthly, quarterly and annual program statistics and develop reports for staff, board and stakeholders
- Collaborate with leadership team to develop, implement and evaluate recruitment strategies that expand the number of volunteers available to support the programs
- Serve as a staff liaison and offer support for board committee(s), as assigned.

### Human Resource Management:

- Partner with the Vice President for Programs and Development and President and Chief Executive Officer to hire and retain qualified staff that carries out development activities
- Direct, plan and coordinate the work of the development staff including supervision, coaching, evaluation, training and team-building
- Organize and attend weekly team, departmental or leadership meetings to ensure proactive planning, inter-organizational collaboration and effective communication.
- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

## **WORK HOURS/SHIFT:**

Monday-Friday; the work hours vary depending on tasks, meetings, projects, events, etc.

## **TRAVEL REQUIREMENTS:**

Local and regional travel required. Infrequent overnight travel required for training and conferences.

## **EDUCATIONAL ACHIEVEMENT:**

### **Minimum:**

- Bachelor's degree in social work, human services, public administration, counseling or other related field of study

### **Preferred:**

- Master's degree

## **WORK EXPERIENCE:**

### **Minimum:**

- 5 of progressive experience in nonprofit, human services field with a demonstrated track record of achieving measurable program results and providing management support for staff.

### **Preferred:**

- 8+ years

## **REQUIRED SKILLS, ABILITIES & CERTIFICATIONS/LICENSES:**

- Superior ability to develop and sustain positive relationships with donors.
- Ability to manage and partner with Foodbank leadership and volunteers.
- Excellent interpersonal, verbal and written communication skills.
- Detail-oriented with ability to manage multiple tasks on tight timelines.
- Results-oriented with a friendly, collaborative approach and a team-oriented style.
- Highly proficient in MS Office (Word, Excel, PowerPoint).
- Knowledge of development principles, fundraising techniques and ethics.
- Ability to work evenings and weekends, as needed.
- Access to a vehicle to attend donor meetings, events and activities throughout 11 cities and counties of Southeastern Virginia and the Eastern Shore; good driving record and a valid VA driver's license

## **PREFERRED SKILLS, ABILITIES & CERTIFICATIONS/LICENSES:**

- LCSW or LPC credential desired

## **PHYSICAL DEMANDS:**

While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 20 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.

- Regularly required to talk and hear when communicating with employees, donors, and clients.
- The use of hands and fingers are necessary to handle or feel documents and keyboards.

**COMPENSATION AND BENEFITS:**

A competitive salary with paid time off, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.

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*The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.*

**How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume and 5-year salary history to [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org) no later than August 23, 2019.**