



POSITION:	Food and Resource Center Director	Posted 1-24-19
REPORTS TO:	Strategic Program Officer	
STATUS:	Exempt	
START DATE:	Feb-March 2019	

All Faiths Food Bank (AFFB), the only Food Bank in Sarasota and DeSoto Counties, is a dynamic group of professionals who find innovative ways to end hunger in our community. With progressive growth over the last 5 years we have grown to be a convener for health care, human services and social service organizations to help build a healthy future for our next-door neighbors, who experience hunger. AFFB is establishing a Food and Resource Center in DeSoto County, a one-stop shop where clients will meet with AFFB staff to assess their needs, receive or be referred for services, and receive emergency food.

General Function:

The **Food and Resource Center (FRC) Director** is responsible for the establishment, development, and operation of the Food and Resource Center in DeSoto County. The DeSoto Food and Resource Center is a new initiative that will provide resources to improve family stability, in addition to providing food assistance to residents of DeSoto County. The FRC Director will identify immediate needs of individuals accessing the FRC services and work with social service agencies to build relationships and develop systems to offer services to families.

Essential Duties and Responsibilities

Food Resource Center Operations:

- Establish and maintain the daily operations of the Food and Resource Center, including but not limited to: Supervising All Faiths Food Bank staff and volunteers, facilitating building maintenance as needed, securing office coverage, etc.
- Create a safe, welcoming and respectful atmosphere for clients, volunteers, community members, donors.
- Ensure that the FRC staff is equipped to collect relevant client information consistently, respectfully and with the proper level of privacy.
- Perform needs assessments related to food necessity, emergency relief, and other circumstances requiring the assistance of the food bank.
- Initiate and coordinate opportunities for client services, including nutrition education, SNAP outreach and referrals to additional services.
- Approve inventory orders and schedule of deliveries from the Food Bank and local food donors.
- Working with other Food Bank staff, lead the execution of experimental and/or pilot projects to determine the benefit of these projects for implementation throughout the Food Bank's partner

agency network.

- Assess potential for delivery of food to rural locations throughout DeSoto County.

Administration:

- Establish and track metrics to measure the successful operation of the FRC, including but not limited to number of clients served and pounds/meals distributed, and report metrics in a timely manner.
- Manage the center's budget, under the supervision of the Strategic Program Officer.
- Perform various clerical duties, e.g. correspondence, scheduling, maintaining program records, updating program materials, electronic filing, etc.
- Teach use of office machines, such as copying, mail, fax, to staff and volunteers.
- Initiate team building opportunities for the FRC staff, looking for ways to increase morale, relieve stress and stabilize workforce.

Community Outreach:

- Generate reports and report on program progress as requested by the Strategic Program Officer.
- Develop an FRC Community Advisory committee. Work with the committee to improve community engagement, and create community advocates.
- Initiate and foster community collaboration opportunities by building the FRC's reputation of excellent service to DeSoto County. Proactively increase the visibility of the FRC in DeSoto through public speaking opportunities, chamber meetings, events, and other community-wide activities.
- Coordinate major public relations with AFFB marketing department.
- Seek opportunities for use of the building for events and activities outside of pantry hours, to raise visibility of the FRC and ensure good stewardship of the facility.

As appropriate, the FRC Director may delegate these duties and responsibilities to staff and volunteers. The FRC Director will also perform other duties as assigned.

Knowledge, Skills and Abilities:

- Requires knowledge of management techniques and administration, including planning and personnel management.
- Must have understanding of program or components in order to meet organization, grant, and program goals.
- Must be able to analyze and synthesize information and perform program and site evaluation.
- Must be well organized and able to effectively lead and manage a wide variety of tasks, programs, functions and personnel simultaneously.
- Must be a self-starter who is driven and capable of keeping track of multiple projects in a fast-paced environment.
- Must have excellent communication skills, both oral and written, and the ability to design and facilitate large group meetings.
- Demonstrates ability to work effectively as a team member and to work independently of others.
- Must be able to convey information, guidance and work directions, instilling a sense of mission, service, cooperation, and collaboration with staff and within assigned work areas.

Required Education and Experience:

- A Bachelor's degree in relevant field; Master's degree preferred.

- At least 5 years' experience working with project management, office management or operations with a non-profit or other social service agency
- Demonstrated working experience and knowledge of local organizations and social service agencies serving DeSoto County
- Bilingual (English/Spanish) preferred.
- Computer literacy and proficiency in technology and common software, as well as ability to learn new systems and software.
- Ability to meet travel and time requirements as evening and weekend will be required on a regular basis.
- Valid Florida driver's license and reliable transportation required. Must show proof of valid auto insurance.

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging and fostering a diverse workforce and providing a work environment that promotes equity and inclusion.

We commit to providing policies, systems and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected and supported.