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**POSITION:** Chief Program Officer  
**REPORTS TO:** Chief Executive Officer  
**STATUS:** Exempt

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All Faiths Food Bank has offered food and hope to the hungry and Sarasota and DeSoto Counties for more than 30 years. In 2019, AFFB was honored as *one of the top food banks in the country* by Feeding America. Our mission: together with our partners, we provide healthy solutions to end hunger in our community. AFFB fed more than 97,000 people through our network of over 250 agencies and programs last year. As the expert in food insecurity, All Faiths Food Bank has a central role in creating the connection between food insecurity and individual health, diet-related diseases, education outcomes and the overall well-being of the community.

#### **GENERAL FUNCTION**

The Chief Program Officer is an innovative thinker and visionary with experience in evidence-based practices and data-driven programming. She/he joins an equally strong senior leadership team and will be responsible for integrating community health concepts into all food bank programs. This position is key in the formulation and execution of the strategic plan and provides the structure and processes necessary to manage the organization's current and new programming. The CPO also takes a lead role in placing All Faiths Food Bank at the center of community activities, convening and building collaborations.

#### **MAJOR RESPONSIBILITIES:**

##### **Project Management, Program Development and Implementation:**

- Develop and manage projects, plan, implement and evaluate a portfolio of programs and services including but not limited to Mobile Pantries, BackPacks, School Pantries, Nutrition Education, and Supplemental Nutrition Assistance Program
- Identify gaps in services/programs based on local need; evaluate new funding opportunities to fulfill gaps and assess on an ongoing basis
- Support Development fundraising efforts through grant proposal writing and new program ideas/pilot projects, including integrating successful pilots into the program department
- Supervise and mentor program staff, provide assistance and guidance on how to troubleshoot program and staff performance challenges.
- Foster a culture that promotes teamwork and professional growth while establishing clear performance standards
- Determine staffing plans to achieve program goals and objectives and lead hiring decisions for new program staff
- Ensure compliance with internal and external affiliation agreements/contracts, policies and procedures including but not limited to Feeding America, USDA, state, county and local authorities, member agencies and community partners

##### **Research and Program Evaluation:**

- Establish annual program, departmental and staff goals and objectives and track results against these goals as well as accountability protocols

- Ensure the delivery of qualitative and quantitative goals and outcomes of programs and services
- Coordinate and analyze the appropriate data to inform the programmatic and operational decision-making process
- Develop assessment protocols to determine the feasibility and sustainability of programs as well as lead to more effective and efficient service delivery.
- Analyze and assess programs based on data collected and implement corrective measures if required
- Integrate innovation and technology to gain efficiencies including client data tracking

**Leadership:**

- Serve as a member of the executive leadership team
- Participate in the budget development process and maintain a high level of fiscal responsibility
- Develop and implement procedures and controls to promote communication and adequate information flow within the department and across the organization
- Collaborate with all AFFB functional areas to ensure quality programs and services are delivered in a cost efficient and effective manner

**Community Engagement and Advocacy:**

- Establish key relationships with and convene community-based organizations, health care, education, academia and others to advance the Food Bank mission, programs and initiatives
- Identify and maintain relationships with experts and consultants on topics relating to food insecurity, nutrition, health, and client-wellbeing
- Identify new and strengthen existing collaborations and partnerships in the community to enhance food insecurity programming and provide new opportunities for enhanced service delivery
- Educate and engage community around mission of providing healthy solutions in ending hunger

**QUALIFICATIONS:**

- Bachelor's degree and Master of Public Health required or 8-10 years demonstrated experience in health or human services strategic program development, project management and evaluation
- Eight to ten years of management and supervisory experience
- Demonstrated experience of leadership roles
- Ability to effectively and efficiently engage, lead and communicate with team members
- Ability to work collaboratively with varied constituencies including clients, volunteers, nonprofit community organizations, regulatory agencies, board members, donors and business community
- Ability to manage departmental budgets and conduct financial analyses
- Strong written communication and public speaking skills required
- Successful track record in grant writing a plus
- Acceptance and commitment to All Faiths Food Bank's values, vision and mission