



DIRECTOR OF PROGRAMS Job Description

POSITION: Director of Programs
DEPARTMENT: Programs
REPORTS TO: President & CEO
HOURS: 8:00 am – 5:00 pm, Monday-Friday (Must be available to work weekends and evenings as needed.)

SALARY RANGE: \$75,000 - \$85,000 based on education and experience.

Interested candidates should submit a cover letter of interest and resume to the – Sr. Human Resources Administrator: cchavers@mcfoodbank.org

POSITION SUMMARY:

The Director of Programs manages a team responsible for establishing, developing, and maintaining relationships with Montgomery County Food Bank (MCFB) partner agencies with the goal of fair distribution of food relief throughout the county. Responsible for providing leadership and accountability of the department and its programs within the organization. Supervise partner agency programming initiatives, including program partnerships, distribution relationships, evaluations, compliance and ensure they operate in a safe and successful manner. Represents MCFB in a positive and professional manner in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and supervise all aspects program team.
- Clear and timely communication and coordination with CEO and Leadership team
- Develop, implement and maintain safety protocols and trainings for all MCFB-sponsored program activities.
- Maintain comprehensive records of all contacts and activities
- Ensure that monitoring, screening and documentation of partner agencies is accomplished in a timely manner
- Develop and conduct partner agency training and focus meetings
- Assist partner agencies in attaining necessary growth to better serve the county
- Work closely with development team to develop funding sources and acknowledgements
- Maintain a positive working relationship with the Houston Food Bank for collaboration of programming and reporting.
- Excellent knowledge of HFB, Feeding America, and other oversight agency policies and requirements

- Oversee the recruitment of organizations that provide programming in identified focus areas to participate as a partner agency.
- Supervise internal activities with key staff members to effectively support the goals of each partner agency programming project.
- Establish and maintain relationships with partner agencies, researchers, and service providers to successfully implement the partner agency program.
- Monitor the distribution of food resources to partner program participants.
- Deliver partner agency program orientations, trainings, and annual conference.
- Establish a system to efficiently document partner agency activities and compliance. Ensure accurate and timely MCFB compliance requirements are met, and department reporting is completed.
- Develops and tracks budget for the department and reviews and authorizes departmental and program expenditures and complies with MCFB's administrative and fiscal procedures.
- Ensures employees have adequate understanding and knowledge of organization's policies and procedures, job safety and accident reporting requirements, and employee's key job elements.
- Maintain professional business relations with staff and outside contacts
- Ensures department is in compliance with organization's policies and procedures.
- Work productively and collaboratively with the MCFB leadership team.
- Other duties assigned by the President & CEO.

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

- Bachelor's degree.
- Master's Degree is highly desired.
- Valid driver's license

EXPERIENCE REQUIRED:

- 3-5 years Supervisory experience
- 4 years minimum experience in a non-profit management or equivalent.
- Social services work experience is preferred.
- Program management experience highly desired

REQUIRED KNOWLEDGE AND SKILLS:

- Honesty, integrity, and commitment to fighting hunger in Montgomery County.
- Demonstrated leadership and problem-solving abilities.
- Excellent management and organizational skills
- Experience in data collection and analysis
- Excellent proficiency in Microsoft Office products and other related information technology.
- Knowledge of financial statements and budgeting.
- Outstanding written, verbal, and interpersonal skills
- Strong customer service skills and willingness to assist others.
- Excellent time management and flexibility with job duties
- Attention to detail.
- Able to coordinate well with other departments and personnel.

- Experience in food industry helpful; food safety certification

TRAVEL REQUIREMENTS

Travel: Yes - up to 20% of the time mostly within Montgomery County

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Full-time position
- Duties are performed indoors in an office environment, in non-climate-controlled warehouse environment, outdoors and at partner agency locations.
- Interaction is required with other personnel, clients and other external parties.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most functions are performed while seating at a desk or standing up and traveling to offsite locations,
- Individual shall be required to stand for longer periods
- On a regular day individual might be required to lift up to 30 lbs. of weight (i.e. document files, copy paper, food boxes etc.) and operate a pallet jack to move food boxes and other supplies.

DISCLAIMER:

Montgomery County Food Bank is an Equal Opportunity Employer and employment "at will" organization. This job description does not imply or constitute an offer of employment.