



Job Announcement for Director of Programs

(03.26.2024)

Job Overview

Would you like to go to work knowing that every day you will make a difference in the lives of food-insecure neighbors in your community? At the Anne Arundel County Food Bank (AACFB), that's exactly what we do. By partnering across our community to obtain and distribute free, nourishing food to our neighbors in need we are working to alleviate food insecurity in Anne Arundel County.

We are currently seeking an experienced nonprofit professional to lead the AACFB's county-wide programmatic and food security-focused efforts in the role of Director of Programs. The ideal candidate has nonprofit management experience and will have overseen and guided programmatic initiatives in previous positions. The Director of Programs is responsible for a safe, well-organized, and efficient Programs Department. As a member of the Food Bank's executive leadership team, the Director of Programs regularly collaborates with the Chief Executive Officer and other leaders on strategic priorities and programmatic initiatives. This individual is responsible for overseeing relationships with AACFB network pantry and community partners and developing strategic approaches to meet community needs, especially helping to build solutions to address the root causes of food insecurity.

If you're interested in joining our upbeat, collaborative team that is committed to living out the Food Bank's core values of Respect, Compassion, Integrity, Accountability, Adaptability, and Resiliency, then consider applying today for this position.

Key Responsibilities

Programmatic:

- Oversee and guide all AACFB programs including Food, Baby, and Senior Pantry Programs, The Emergency Food Assistance Program (TEFAP), Backpack Buddies, Mobile Food Pantry, and other programmatic initiatives. Prioritize the development and implementation of written standard operating procedures for compliance with program regulations and a standardized allocation methodology, as well as the equitable distribution of and improved access to food and basic essentials, and the evaluation of program effectiveness.
- Participate in the development and oversight of strategic and tactical plans for further development of existing and future programs. Regularly report to the CEO on progress made towards achieving program goals and outcomes, and manage the implementation, review, and benchmarking of the AACFB's strategic plan to ensure program progress is achieved.
- Oversee and guide efforts to manage, support, and strengthen existing network pantry and community partner relationships and capacity throughout Anne Arundel County. Develop and implement a strategy to build new strategic partnerships focused on pathways out of food insecurity.

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- Lead development and implementation of evaluation metrics and measurement tools to consistently measure program performance and the updating and maintaining of the organization's logic model.
- Oversee and guide the collection and analysis of data to determine strategic food distribution goals and areas of unmet need. Review results and take appropriate action to correct or update model, metrics, or measurement tools.
- Regularly review current program processes and procedures to ensure efficient and consistent program operations.
- Oversee and ensure compliance with all regulatory agencies, all food and occupational safety requirements, and all Feeding America contractual requirements, including staff training. Direct completion of all compliance-related activities, including site visits and audits to ensure that required monitoring and other operating guidelines and regulations are followed as per the requirements of MFB, Feeding America, and other contractual bodies.
- In collaboration with the CEO, Director of Development and External Relations, and Bookkeeper, participate in the development and management of the annual operating budget that supports the organization's annual goals, budget, and short-term and long-term Programs strategy.
- Work collaboratively with the CEO and Director of Development and External Relations to strategize organizational funding priorities, provide content as needed for grant proposal development, and create program budgets to support grant applications.
- Participate in the oversight of operations connected to food-related grants, ensuring compliance with all stated objectives. Collaborate with Grant Writer in preparing grant reports, manage all program budget expenditures, and maintain organized records of assigned grants to ensure grant compliance.
- As the expert on food insecurity and food programming within Anne Arundel County, provide staff members with regular communication about the needs and issues of partners and communities in the County.

Supervisory:

- Supervise Programs Department staff. Provide regular feedback and timely evaluations to ensure a high level of productivity, excellent customer service to network partners and neighbors, work plan completion, and teamwork. Establish and maintain a positive, collaborative, and productive work culture.
- Recruit and recommend programmatic hires to the CEO.
- Orient, train, and schedule Programs Department staff.
- Ensure the training on and adherence to Programs Department policy of all staff, volunteers, network partners, and neighbors.
- Demonstrate willingness to perform whatever duties are necessary for the development and maintenance of the organization.
- Coach, counsel, and conduct disciplinary action as needed.

Secondary/Non-Essential Duties and Responsibilities:

- Lead efforts to inform partners of available resources and information.
- Work closely with the Development team to promote the AACFB mission, vision, and programs.
- Represent AACFB as assigned at community meetings, forums, and coalitions that support AACFB's mission. Develop and encourage resource building and sharing in individual communities, through regional councils, civic meetings, and AACFB-facilitated convenings.
- Develop cooperative partnerships with other local organizations to better serve the region and its needs.
- Work with the CEO to coordinate AACFB's response to local and national disasters.
- Other duties as assigned.

What We Are Looking For

Education/Experience:

- Bachelor's degree in social work, human services, or an equivalent field of study is required, a master's degree is preferred.
- At least five (5) years of experience in project management, program development and evaluation, strategic planning, and customer service, plus three (3) years of supervisory experience is required.
- Nonprofit work experience in Anne Arundel County and the surrounding region is preferred.
- Experience developing and evaluating program metrics including goals, objectives, and outcomes is required.
- Experience developing program budgets for organizational planning and funding requests is required.
- Experience in Microsoft Office Suite at a high level of proficiency is required.
- Experience in workflow management and process improvement is required.

Competencies:

- Ability to work independently, self-manage, self-motivate, adapt quickly and regularly and work toward consistent, timely, and high-quality goal achievement.
- Critical and strategic thinker with demonstrated planning, communicating, and implementing skills.
- Strong leadership skills, including the ability to effectively coach and mentor team members, collaborate and build relationships, and leverage resources within the Programs Department and across the organization to achieve desired outcomes.
- Demonstrated success in planning, organizing, and overseeing the work of a team, as well as managing and communicating with a team.

- Skilled at establishing and cultivating strong relationships with community partners and other organizational supporters.
- Demonstrated success in setting and meeting challenging goals while operating within the audit and compliance standards.
- High level of proficiency in identifying problems, collecting data, and establishing solutions that are innovative and/or logical.
 - Excellent written, verbal, and interpersonal communication skills.
 - Professional presence and public speaking competence for internal and external interactions.
- Established professional reputation with a record of integrity, sound judgment, and adherence to ethical standards.
- Strong conflict management skills and effective at working with others to reach common goals and objectives.
- Mature, self-starter, confident, high attention to detail, socially and self-aware, and with a sense of humor.
- Ability to keep and maintain confidential and secure records and information.

Employment Type, Compensation, Benefits, Work Hours

- Exempt; Full-Time.
- 8:00 a.m. – 4:00 p.m. Monday – Friday on-site with some evening and weekend (at least twice per month, each) work-related activities.
- Salary Range: \$80,000 - \$90,000, annually, pay commensurate with experience.
- Medical, Dental, and Vision Insurance benefits are available.
- 12 Paid Holidays (plus one week off between Christmas and New Year's).
- Paid Time Off (accrual of 80 hours for the first year of employment).
- 3 Personal Days annually.
- 403b with employer match up to 3%.
- Long Term Disability, Short Term Disability, and Life Insurance.
- Employee Assistance Program.
- Financial Assistance for Professional Development.

Application Instructions

If you are interested in consideration for this exciting opportunity, please submit your letter of interest, resume, and salary requirements to Marta Jones, marta@aafoodbank.org, by 5:00 p.m. on 04/30/24. Subject Line: NAME, Director of Programs Position. No phone call inquiries, please.

About Us

The mission of the Anne Arundel County Food Bank (AACFB) is to alleviate food insecurity in Anne Arundel County by partnering across our community to obtain and distribute nourishing food to our neighbors in need. For 37 years, our countywide food bank has served our Anne Arundel County neighbors in need by supplying

free food and basic necessities to pantries, soup kitchens, shelters, schools, and other on-site feeding programs throughout the county. The AACFB currently partners with 76 Network Partners across 115 unique locations throughout Anne Arundel County.

Equal Opportunity Employer

The Anne Arundel County Food Bank is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

