

Feeding It Forward, Inc.

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Interim Director of Development and Operations

- Job Responsibilities and Skills

Help Us Help Others!

Join us in our work to reduce food waste and alleviate hunger in Napa County. Feeding It Forward has been operating for over four years as a California public benefit corporation 501(c)(3) whose Board of Directors continues to plan for expansion and growth, including upcoming opportunities due to the California SB1383 requirements for food generators and jurisdictions.

The Interim Executive Director of Development and Operations will lead and support our collaborative efforts to rescue excess fresh and prepared food from food generator donors, coordinate, and deliver it to individuals in need and organizations fighting hunger in our community.

Recovering and redistributing unpredictable quantities and varieties of excess perishable and prepared food requires agility to accomplish; while maintaining devoted management of programs, staff, volunteers, funding, stakeholder relationships, vehicles, facilities, technology systems, financial, legal, and regulatory needs.

Position Overview

The Interim Director of Development and Operations will provide day-to-day management to the organization and, as a leader, will effectively bridge all facets of the organization. The Interim Director of Development and Operations is responsible for providing highly specialized organizational leadership that will assure the continuation and appropriate evolution of all programs; and apply fiscal due diligence in compliance with all Federal, State, and Local laws ensuring a healthy, safe, and productive working environment and positive positioning with key stakeholders.

Reporting to the Chair of the Board, with one direct report (full-time salaried Program Manager), the Interim Director of Development and Operations will maintain appropriate and regular communications with the Board of Directors, staff, food generators, contributors, collaborators, jurisdictions, clients, media, and community.

Interim for 6 months to 1 year, part- or near full-time which could lead to a permanent Director position. The Founder of the organization is stepping back, and this is a transition or interim position currently.

Attributes:

High emotional intelligence, friendly personality, a creative self-starter, strong social and networking skills. Proven leadership skills, strategic thinking, budgeting and financial management skills; persistence, strong communication skills, community-mindedness, adaptability, and the ability to multitask.

Essential Job Duties:

Development

Individual donor campaigns, major donor sustained giving, acknowledgments, relationship building, planning with institutional donors, execution, reporting of fundraising and grants.

Leadership

Ensure that the organization's current operations and long-term strategic plan are aligned with its mission. Develop existing programs and identify growth opportunities. Progress the long-term financial strategies in alignment with the mission. Provide leadership and mentoring for staff. Ensure effective communications for the success of its mission, including the board members. Leadership in operations management, talent management, performance management, program development & management, public relations, speaking engagements, and networking.

Operations

The Director will manage the day-to-day completion of operational priorities by all staff and volunteers, including facilities, financial management, ensuring compliance with statutes, and health and safety regulations.

Qualifications:

Through educational and/or professional experience, the Director must demonstrate the attainment of the skills described.

The Director must have strong business skills, including personnel management, administrative, and financial management. The Director must demonstrate the ability to manage and grow an organizational budget for a 501(c)(3) organization.

The Director must possess strong skills in multi-media communications and community relations. Must be comfortable interfacing with the public and media regularly.

Multilingual or Bilingual with Spanish speaking & writing a plus.

The Director must demonstrate a strong work ethic, openness to occasional unconventional hours, and personal dedication and passion for the organization's mission.

Must be able to attain Food Protection Manager certification.

Working Conditions and Preferred Abilities

Local travel is required for field, facility, and meetings throughout Napa County.

A valid California Driver's license, reliable transportation, clean driving record, and current auto insurance are required.

Employment background screening is required.

Be able to lift 45 pounds.

Small professional office space located in Napa.

Compensation and Benefits

- Compensation is competitive and commensurate with experience.
- Paid Time Off which can be used for vacation and sick leave.
- Monthly contribution to health insurance (capped).

To apply:

Please email a cover letter summarizing your interest and key experience related to the position, your LinkedIn profile, and references, plus your resumé to the Personnel Committee of the Board of Directors at personnel@fifnv.org.

Closing Date is March 16, 2023

Feeding It Forward is a California public benefit corporation 501(c)(3) #83-2522637. It does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability, or any other legally protected status recognized by federal or state./ or local law with respect to employment opportunities.

Note: The purpose of this posting and document is to provide a general summary of essential responsibilities for the position and is not meant as an exhaustive list. This document does not reflect all job duties or requirements for the position. Duties, assignments, reporting to, and other responsibilities may differ based on business conditions.