



Title: Program Director

Salary: DOE

About Food Connection:

Food Connection was founded in 2015 in response to the surplus food from Asheville's catering companies, conference centers and universities ending up in the landfill while people in our communities do not have enough to eat. We rescue surplus food and redistribute it to nonprofit partners and directly into neighborhoods to meet the needs of those experiencing food insecurity.

Job Description Summary:

The Program Director oversees all of Food Connection's Programs. The Program Director reports directly to the Executive Director of Food Connection. This is a fast paced and highly logistical position, requiring detailed tracking of all rescued food and distribution to both community agencies and individual heat-and-serve meals for the Mobile Meals program.

Essential Duties and Responsibilities

Direct Program Management

- Provide high-level oversight of program daily operations in Food Connection's service area
- Maintain guidelines and standard operating procedures for all components of the Mobile Meals Truck and food rescue/distribution program
- Work with Mobile Meals Manager to forecast rescued food volumes in order to supplement Mobile Meals distribution with purchased Chef Meals
- Maintain schedules for all program staff, including Drivers, Mobile Meal Manager, Program Support staff and Volunteer Coordinator
- Oversee Volunteer Coordinator activity, ensuring all volunteer needs are met within the program areas

- Supervise ongoing maintenance, cleanliness, and repairs for the FC van and Mobile Meals truck
- Prepare, update and maintain program databases, records, and related documents

Managing and Developing Staff

- Annual performance reviews for program staff
- Identify opportunities for professional development and training for program staff

Food Donor Relations

- Manage and implement food donor and partner solicitation strategies, tracking and documenting outcomes and impact
- Create an annual donor stewardship plan to sustain surplus food donation streams
- Create target program prospect lists by researching and contacting new leads
- Identify and develop partnerships with stakeholders and other community organizations.
-

*Implementing Strategy***

- Analyze existing programs, food rescue trends, and best practices to inform strategic growth opportunities in the greater WNC region
- Support the development and implementation of evaluation plans to measure program effectiveness
- Build and maintain strong relationships with community partners to support organizational goals.
- Facilitate and attend regular community roundtable meetings and listening sessions to deepen relationships and understanding of Food Connection's role in alleviating food insecurity

Accounting and Reporting

- Review and approve program invoices and expenses, managing timely communications with the accounting team
- Develop and disseminate quarterly program and food donor impact reports in collaboration with the Executive Director
- Ensure compliance with food safety regulations and governmental health codes
- Regularly update Food Donor and Agency Recipient Profiles for Mobile Meals distributions and food rescue/donation sites

Additional Skills

- Passion for reducing waste and easing hunger in our communities
- Restaurant/food service/food truck experience
- Proven record of organizing catered events a plus
- Experience with Microsoft Office and Google Drive preferred
- Ability to develop strong relationships with stakeholders and community members
- Prior experience engaging with diverse populations including community members, staff, volunteers, and local agencies
- Highly organized and detail oriented
- Strong problem-solving skills
- ServSafe Manager Certified within 90 days of hire
- Strong interpersonal, written, and verbal communication
- Aptitude for fast-paced work
- A great attitude, enthusiasm, and energy
- Flexible availability
- Ability to work remotely as dictated by the schedule
- Excellent communication skills
- Spanish speaking capabilities a plus
- Driver's license/clean driving record
- Connections in the greater Asheville Community are highly desired

The Program Director is an evolving position and therefore duties and responsibilities are subject to change as the program grows.

Candidates must have reliable transportation, agree with Food Connection's non-discrimination policies, maintain professional personal appearance and be a congenial and professional brand ambassador representing Food Connection.

Food Connection is a living wage certified organization. Salary includes paid vacation time; no health insurance benefits are available at this time. We offer a flexible schedule with hybrid work-from-home and in-office hours.

Committed to attracting and retaining a diverse staff, Food Connection will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.