



Position Title

Deputy Executive Director, ExtraFood.org

Organization

Forty percent of all food is wasted in the U.S. And, food waste creates an enormous environmental problem: if global food waste were a country, it would rank third in GHG emissions after the U.S and China. Yet 1 in 5 people in Marin County worry about where their next meal will come from.

ExtraFood's mission is to help end hunger and wasted food in Marin. Our first step is our county-wide food recovery program: we rescue excess fresh food from Marin's businesses and schools and immediately deliver the food to safety net partners – such as senior housing centers, homeless shelters & after-school programs – serving Marin's most vulnerable children, adults and families.

In 6 years, ExtraFood's staff and volunteers have organized, rescued, and delivered 3,500,000 pounds of food from 250 donors to 124 sites throughout the county. ExtraFood, winner of the 2017 Heart of Marin Achievement in Nonprofit Excellence Award, reaches more than 8,000 people with high-quality food.

ExtraFood is solving hunger differently, leading a movement to transform Marin's food system – from wasting food to donating it – and increasing equitable access to healthy, fresh food. We are committed to [our values](#), to [each other](#), and to [making a difference](#) in our community each day.

Position Summary

The Deputy Executive Director will have overall operational responsibility for ExtraFood's food recovery program and execution of its mission, and will also partner with the Executive Director (ED) on all major organizational decisions. The creation of this new position, which reports to ED Marv Zauderer, enables Marv to focus more effectively on external, fundraising, and strategic responsibilities. The ideal candidate is deeply experienced in technology and business process re-engineering, has exemplary critical thinking and communication skills, and is engaged with our mission. This exempt, full-time position is an exciting new opportunity to help lead an organization central to our county's safety net.

Responsibilities

- Design and execution of food recovery program, including food donor, recipient partner, volunteer, fleet/driver, and food safety programs, ensuring exemplary service, policy compliance, and ongoing achievement of impact goals.
- Manage, mentor, and evaluate food recovery program staff.
- Prepare and present timely analysis and reports on program performance.

- Drive business improvement initiatives such as systems re-engineering, optimal use of available technologies, and improved customer service.
- Oversee Business Operations and contractors supporting those functions: HR, Finance, IT, Facilities.
- Partner closely with ED, collaborating on all major organizational decisions.

Qualifications

- 5+ years in a senior management position in for-profit and/or nonprofit organizations.
- Proven systems and operational thinker who is adept at leveraging technology in business processes.
- Willing to roll up your sleeves. This is a player-coach role in that you will both manage the Operations team and have direct operational responsibilities.
- Excellent project management, planning, and organizational development skills.
- Demonstrated expertise with fiscal management, including forecasting, budgeting, and reporting.
- Outstanding verbal and written communication skills; exemplary in managing interpersonal relationships, externally and internally, with a wide range of people.
- Bachelor's degree preferred.

Compensation and Benefits

- Competitive and commensurate with experience
- Flexible hours; some remote work possible
- Health insurance plan
- 401(k) plan
- Vacation
- Sick leave
- Opportunities for growth in a dynamic organization
- The feeling of [making a big difference](#) in our community each day

Email cover letter summarizing interest in position and experience, plus resumé, to:
Marv Zauderer, CEO, Marv@ExtraFood.org