



## **Position Title**

Director of Programs, 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. Through 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. Through our Community Meals program, we work with restaurants and caterers and use their excess capacity to make meals for people in need.

In 7 years, ExtraFood's staff and volunteers have organized, rescued, and delivered 4,500,000 pounds of food from 275 organizations to 140 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. ExtraFood is an Equal Opportunity Employer.

## **Position Summary**

As Director of Programs, you will lead ExtraFood's programs that deliver thousands upon thousands of pounds of fresh healthy food that might otherwise go to landfill and deliver it directly to the people who need it most in our community. A successful candidate must excel at leading a team, have an operational mindset and be passionate about contributing to a more equitable food system in our community. You will have responsibility for cultivation and satisfaction of food donors, volunteer programs, building and maintaining relationships with our nonprofit recipient partners, food safety programs and vehicle/driver management.

This is both a management role, leading a team of six staff, and individual contributor role, responsible for creating and implementing new distribution initiatives, recipient partner relationships, and escalation of operational issues. ExtraFood is a fast-paced, dynamic environment where all staff are ready to roll up our sleeves to get the job done. You will make a significant difference in our community and will work with a dedicated team of staff and volunteers who are compassionate, supportive and energized by the mission. This is a new full-time, exempt position, home-based at the moment in response to COVID-19, but expected to transition to an office located in Marin County in 2021. You should live in or near Marin County.

## **Responsibilities**

- Lead and execute food recovery program, including food sourcing, food donor relationships, food delivery, and volunteer program. Responsible for the ongoing achievement of impact goals and program growth.
- Execute Community Meals program by managing relationships with restaurants and caterers preparing meals and arranging delivery of those meals to recipient organizations.
- Manage food safety and vehicle/driver programs ensuring policy compliance and exemplary service.
- Assess recipient partners' food needs and priority on a regular basis through personal outreach, onsite visits and annual recipient survey. Ensure Salesforce is updated to enable effective matching of food donations to recipient partners.
- Propose, design and execute new distribution initiatives that continually improve our ability to meet recipient partner food needs.
- Manage, mentor and evaluate program staff.
- Prepare and present timely analysis and reports on program performance and community impact data.
- Maintain, propose and manage enhancements to ExtraFood's Salesforce database and online volunteer portal to ensure efficient and effective operational workflows.
- Provide input on strategy and messaging in marketing communications.
- Work with development team to maximize alignment between program and fundraising strategies.

## **Qualifications**

- 5+ years' experience leading diverse and inclusive teams preferably in a nonprofit setting.
- Proven systems and operational thinker who is adept at driving business initiatives to improve efficiency and customer service.
- Demonstrated success designing, implementing, and evolving innovative, equitable and inclusive programs.
- Outstanding verbal and written communication skills; exemplary in managing interpersonal relationships, externally and internally, with a wide range of people.
- Passion for ExtraFood's mission
- Highly proficient and fluent with technology, particularly MacOS, CRM (Salesforce preferred), and iOS or Android apps

## **Compensation and Benefits**

- Compensation is competitive and commensurate with experience
- Health insurance plan including vision and dental benefits, 401(k) plan
- Paid vacation and sick leave
- Employee Assistance Program
- The feeling of [making a big difference](#) in our community each day

## **Email cover letter summarizing interest in position and experience, plus resumé to:**

Cherie Graham, Deputy Executive Director, [hire@extrafood.org](mailto:hire@extrafood.org)