

YMCA AT VIRGINIA TECH

Director of Food Insecurity Programs



Over the past several years, the YMCA at Virginia Tech has seen tremendous growth and success in our food insecurity programs. In response to the COVID pandemic, over the last twelve months we served more than **35,000 meals** to more than **7,400 children** in the NRV. We are looking for an innovative, solution-oriented leader who will take this foundation and further expand the ways we help our neighbors.

We are in the process of completing several key activities, which will be excellent tools for the incoming Director of Food Insecurity Programs to draw upon and leverage:

1. Becoming a USDA sponsor for the New River Valley (anticipated to begin June 1)
2. Developing a Memorandum of Understanding with a community partner for commercial kitchen space (with access beginning mid-June)
3. Sourcing a mobile kitchen which will be able to go into communities and provide access to fresh meals (to be operational on / about July 1)

JOB DESCRIPTION

TITLE:	Director of Food Insecurity Programs
REPORTS TO:	CEO / Executive Director
SUPERVISES:	A team comprised of staff, student interns, and volunteers
CLASSIFICATION:	Full-time exempt; may require some evening, night, & weekend hours
SALARY RANGE:	\$36,000 - \$40,000

SUMMARY OF POSITION:

The Director will work in close collaboration with the CEO / Executive Director to develop, organize, and implement high quality, nutrition-focused food programs that meet all regulations and standards. Candidate will manage all phases of the Y's food programs and will ensure they operate in accordance with the Virginia Departments of Education and Social Services (VDoE, VDoSS), Virginia Department of Health (VDH), USDA, and YMCA of the USA (Y-USA) guidelines and requirements.

RESPONSIBILITIES:

- Advocacy and Expansion (30%)
 - a. Develop and achieve the Food Insecurity program's vision and aspirations for both the Y and the greater community
 - i. Direct and supervise food programs to meet the needs of the community and fulfill YMCA objectives
 - ii. Establish new programs and expand programs within the community in accordance with strategic and operational plans
 - b. Create initiatives to broaden the Y's food insecurity reach, including opportunities for volunteer engagement, community partnerships, and program development
 - c. Represent the Y's interests and activities at local, regional, state, and national levels
 - d. Seek and apply for potential grant opportunities
 - e. Develop and/or deepen relationships with partners (Y-USA, USDA, VDoE, VDoSS, VHD, No Kid Hungry, the NRV Thrive Network, CFNRV, local government, school systems, etc.)
 - f. Participate in YMCA fundraising activities and special events
 - g. Promote appropriate marketing and communications activities to various constituents

BUILDING COMMUNITY THROUGH LEARNING, LEADERSHIP AND SERVICE.

- Program Operations (40%)
 - a. Budget
 - i. Develop and monitor program budget to meet fiscal objectives. Responsible to the annual budget and monthly forecasts.
 - ii. Develops Request for Proposal Scope of Services for vendor contracts
 - iii. Create and maintain ancillary business activities to achieve additional revenue that supports a balanced budget
 - b. Data collection and reporting
 - i. Manage and develop recordkeeping system(s)
 - ii. Submit weekly meal orders to vendor
 - iii. Submit meal totals for reimbursement to applicable entities (i.e. Virginia Department of Education)
 - iv. Process invoices to verify correct billing from vendor
 - v. Provide data as requested by colleagues
 - c. Develop and maintain policies and procedures
 - i. Oversee compliance with applicable federal and state agencies
 - ii. Develops SFSP, CACFP, etc. training materials for site based personnel
 - iii. Responsible for developing food quality standards and for working collaboratively to create menus for all meals in accordance with Healthy Eating & Physical Activity (HEPA) standards
 - d. Manage Site activities
 - i. Visit food program sites, ensure compliance with program requirements, determine needs and follow through on any identified corrective action
 - ii. Responsible for identifying and engaging site locations, coordinating activities and resolving all issues related to new site development and for working closely with key staff to develop and execute marketing and outreach for all program sites
 - iii. Develop curriculum that promotes healthy eating practices
 - iv. Verify site eligibility for CACFP, SFSP, and other applicable programs
- Manage staff and volunteers (30%)
 - a. Recruit, hire, train, develop, schedule and direct personnel and volunteers as needed, including staff monitors
 - b. Review and evaluate staff and volunteer performance
 - c. Develop strategies to motivate staff and volunteers to achieve goals

DESIRED COMPETENCIES: Values, Volunteerism, Philanthropy, Relationships, Communication, Developing Others, Quality Results, Project Management, Innovation, Self-Development, Change Capacity

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

BUILDING COMMUNITY THROUGH LEARNING, LEADERSHIP AND SERVICE.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

EXPERIENCE & QUALIFICATIONS:

- Bachelor's and/or equivalent experience; Master's Degree [preferred]
- Experience working with USDA programs such as the Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP), Supplemental Nutrition Assistance Program (SNAP), etc. [preferred]
- Experience in administrative/management role with grant-funded programs
- Understanding of and ability to interpret state and federal guidelines and regulations; experience in monitoring and evaluating grant-funded programs; experience in creating and implementing corrective action plans, policies and procedures
- Ability to create organizational structures that assist in managing multiple sites and maintaining program data
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Strong interpersonal, written and verbal communication skills
- Ability to work independently within a fast-paced environment
- Attention to detail, accuracy, and meeting deadlines. Good judgment and discretion.
- Ability to represent the YMCA in an effective way in the community and develop partnerships and collaborations
- Ability to handle complaints and resolve issues with tact and diplomacy
- Up-to-date knowledge of computer applications and skills
- Valid driver's license

PHYSICAL DEMANDS:

While performing the duties of this job, the Director of Food Insecurity Programs is required to sit, stand, walk, drive, talk, hear and comprehend. Additionally, the position may be required to work outside of traditional hours to accomplish job requirements. Employee must be able to lift and move up to 30 pounds.

TO APPLY:

Review of applicants will begin immediately and continue until filled. Please send cover letter and resume to ryan.martin@vtymca.org. Feel free to call (540) 961-9622 with questions.