

## **THE ORGANIZATION**

**Feeding Westchester** is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. As Westchester County's leading hunger relief organization, we moved nearly 23 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers, and schools last year. When COVID-19 brought the world to a standstill, Feeding Westchester never closed. Instead, the team mobilized and responded to unprecedented need for food! Because of that, kids, families and seniors affected by the pandemic did not have to worry about where their next meal would come from. We know our work is not done. Unemployment continues to rise, as does the need for food. We're looking for talented people to continue our mission to ensure as much food as possible on as many tables as possible for as long as there is need. What are you looking for?

## **THE OPPORTUNITY**

Feeding Westchester has an exciting opportunity for a visionary and mission-driven 'Sr. Director, Impact & Programming'. Reporting directly to 'President & CEO' and serving as a key member of Feeding Westchester's Leadership Team, the Senior Director will play a critical role in setting the strategy and vision related to our hunger relief and food distribution network including our partner agencies, direct distributions, and "beyond food" community impact programming.

The Senior Director will be responsible for broad-based community collaboration, developing and refining our approach to achieving measurable impact, and developing and managing the relationships, projects, and initiatives that will further our mission of alleviating hunger in Westchester County. This position requires the capacity to establish and grow deep connections in our community and collaborate with internal and external stakeholders, with a demonstrated ability to align people and resources behind a shared goal. The Senior Director will be responsible for the programmatic success and growth of hunger relief in the County ensuring seamless team management and development, program delivery, quality control, and evaluation. The Senior Director is innovative and brings creative energy and excellent analytical, interpersonal, organizational, and communication skills to our work – utilizing an equity lens to strengthen current initiatives and take the organization to new frontiers programmatically.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

### **Strategic Management & Leadership**

- Serve as key member of Leadership Team providing direction in decision-making, vision building, and strategic guidance.
- Foster a success-oriented, accountable environment; Collaborate with leadership team to develop and execute strategic plan; Promote communication and adequate information flow within the department and entire organization.
- Manage daily operational business activities and evaluation of your functional area via working with the Leadership Team and President & CEO; Create structure and processes and implement procedures and controls necessary to manage the department's current activities and its projected growth.
- Provide day-to-day leadership to the organization that mirrors the mission and core values and inspires volunteers and staff across the organization to work collaboratively to support mission and sustain organizational goals.
- Provide coaching and management to direct reports where two-way communication is encouraged and trust is established; Develop annual work plans, review performance and compensation, and create an innovative, energized, collaborative team.
- Prepare, administer, and monitor department budget in accordance with established procedures and ensure department's activities are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Represent Feeding Westchester on appropriate committees and boards as required and provides staff support to ad hoc committees of the Board as assigned by the President and CEO; Interact with Feeding America (and various regional organizations) to enhance and further Feeding Westchester's work to fight hunger locally and leverage relationships and information from other food banks in the national network.
- Demonstrate a core value of diversity by modeling, and ensuring within your team, that the following competencies are part of the culture: respect, inclusiveness, reflecting, valuing, and welcoming of cultural differences regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran status, height, weight, nationality, age, language, origin or employment status.

## Program Management & Development

Oversee, collaborate with, and coach Agency Relations, Direct Programming, and Impact Programming team members to:

- Partner collaboratively with ‘Senior Director, Operations & Procurement’ to ensure smooth and impactful food in/ out.
- Set vision for Feeding Westchester’s programs and network services ensuring creative planning, seamless delivery of food to existing network partners, and execution of programs in alignment with Feeding Westchester’s strategic plan.
- Establish a framework for balance of impact programming in the “beyond food’ space and agency/direct programming to ensure resources are allocated in alignment with our strategic goals.
- Develop evaluation tools to measure impact and sustainability of programming and analyze programming on an ongoing basis; Develop recommendations and strategies to resolve issues and enhance performance, implement strategies, and measure impact on desired results.
- Assess programming and agency network capacity on an ongoing basis to continually develop and implement plans to expand resources to agencies to help alleviate food insecurity throughout the service area.
- Provide oversight of member Program support services including technical support, educational opportunities and administration of data assessment surveys.
- Ensure Feeding Westchester supports hunger-relief partners throughout the County by working to connect them with the food they need and the resources they need to continue to provide food to the communities they serve.
- Develop internal/external communications as it relates to Programs; Direct development of communication systems to members and partners in partnership with team and the Marketing/Communications team; Oversee content on Program Services related webpages to ensure client and partner ease of access to accurate and current information.
- Develop, implement, and maintain a Service Gap Analysis that identifies unserved clients and under-served areas of the service territory and allows for creation of a plan to improve and/or expand services.
- Provide recommendations for new programs, revision of current programs and relationships which will enable the overall reach to underserved areas or populations.
- Work collaboratively with Development team to identify and develop fundraising opportunities for Feeding Westchester.
- Oversee allocation, management, and monitoring of agency grants.

## Networking, External Affairs, & Communications

Utilize and leverage a deep understanding of the social and systemic root causes of hunger, anti-poverty and equity work, and the hunger relief system in Westchester Country to:

- Cultivate positive relationships with agencies, program participants, Feeding Westchester staff, supporters, volunteers and other stakeholders; Set strategic direction for and organizing/lead agency events such as annual Agency Conference.
- Develop cooperative partnerships and projects with other organizations to further Feeding Westchester’s work to fight hunger; Maintain strong ties with local, state, and national partners; Build visible and innovative partnerships.
- Support Feeding Westchester’s mission through relationship building and deep understanding of the community and its entities and via educating the public; Support and be involved in community awareness, fundraising, and involving partners in the functions of this position.
- Coordinate and attend outside networking meetings to develop and encourage resource building and sharing in individual communities; Develop and conduct workshops/trainings for program partners to encourage growth and best practice, as identified in program surveys, on-site monitoring, and assessments.

## Compliance & Reporting

- Partner collaboratively VP, Business Solutions to ensure compliance and develop systems to monitor administration of member compliance guidelines, policies, and procedures, and to capture KPIs and internal reporting metrics.
- Oversee the annual collection of all demographic and service data from member agencies and clients for all Feeding Westchester departments; Direct the collection, maintenance, reporting and collaborative sharing of Program statistics.
- Establish metrics and KPIs with awareness of strategic plan, Feeding America map the meal gap resources, and local data and provide reports to the Leadership Team, CEO, Board of Directors, and/or others as required.
- Develop and implement comprehensive program evaluation strategy for Feeding Westchester to ensure compliance with all affiliation agreements/contracts and related policies and procedures including Feeding America, local, state and federal agencies, partner members and other contractors.

## **JOB REQUIREMENTS**

### **Required Education/Experience**

- Bachelor's/Master's degree in nonprofit management or equivalent combination of education, training, and experience.
- A minimum of 10-15 years of experience in program management including 5+ as a Manager.
- Demonstrated interest in hunger or related social issues.
- Proven success in building effective working partnerships and managing a volunteer or partner network.

### **Required Knowledge/Skills**

- Must be proficient in latest software and technology
- Demonstrated ability to present effective and compelling messages to individuals, groups and the public.
- Maintenance of accurate records to track and analyze information.
- Development and management of budget, work and project plans.
- Excellent written and oral communication skills.
- Establishment and maintenance of effective working relationships with diverse stakeholders.
- Problem solving to identify solutions and meet and enhance organizational mission.
- Must have valid driver's license and use of a vehicle to ensure ability to travel independently for Feeding Westchester business.

### **Physical Requirements**

- Ability to lift, carry, and set up a variety of promotional materials including electronics, materials in boxes, and table top screens (weighing up to 50 pounds).
- Ability to operate equipment such as pallet jack, metal cart, etc.
- Ability to pack, unpack and put away various materials.
- Prolonged standing, walking and bending in addition to sitting in front of a computer.
- Ability to access, research, read, review, enter and retrieve information from computer, hardcopies, and desktop publishing systems.
- Ability to give regular communications in person, writing, by email and by telephone
- Ability to give speeches and presentations to groups.
- Ability to travel independently in the daytime and evening to regional and national destinations.
- Ability to access all work sites of the agency.
- Ability to work in below 0°F temperatures for short periods of time.

### **Working Conditions**

- Working inside a warehouse environment and the Feeding Westchester offices.
- Working outside in all weather conditions in all Westchester communities.
- Travel throughout Westchester County.
- Ability to work irregular or extended hours including some evenings and weekends.

## **ABOUT US**

**Feeding Westchester provides a competitive benefits package including paid time off, Medical/Dental/Vision coverages, 403(b) retirement plan with discretionary employer contribution, company-paid Life and LTD insurances, an Employee Assistance Program (EAP), and other ancillary benefits.** Feeding Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.

## **HOW TO APPLY**

<https://recruiting.paylocity.com/recruiting/jobs/Apply/468888/Feeding-Westchester/Senior-Director-Impact-Programming>