

Society of St. Vincent de Paul Georgia, Inc.

POSITION: **Hunger Initiatives Program Director**

REPORTS TO: **CEO**

DEPARTMENT: **Programs**

STATUS: **Full time, Salaried, Exempt**



Respecting the dignity of each person, St. Vincent de Paul Georgia (SVDP) brings hope and help to those in need so they may achieve stability and move toward self-sufficiency. The focus is on preventing homelessness, fighting hunger, improving health and changing lives. Programs include housing, utility assistance, food recovery and distribution, jobs assistance, and prescription fulfillment through an onsite pharmacy. Services are provided through the headquarters' (Council) facility, 73 local parish-based chapters (called "Conferences") and 11 Thrift Stores.

POSITION SUMMARY

Reporting to the Chief Executive Officer, the Hunger Initiatives Program Director is responsible for developing, implementing, and managing our comprehensive hunger reduction programs and complementary supportive services. This includes managing two Council run Food Pantries and a Teaching Kitchen, coordinating with 40 Conference based Food Pantries, managing relationships with community partners and developing other hunger reduction related initiatives. The Hunger Initiatives Program Director will work closely with our Development Department to ensure that funds are available to support our initiatives and with our Operations Department to ensure that adequate food related donations are available for our clients. The Director will also assist and support our Conferences in their hunger reduction efforts with their local clients, including sharing resources and information as well as grant assistance and education.

Job Responsibilities

- Effectively manage people, processes, and finances in support of our existing programs;
- Develop strategies and systems to grow programs and client base to ensure that food delivery initiatives are maximized
- Evaluate new opportunities for strategic partnerships and lead collaborative efforts
- Participate in community and other pertinent committees and boards to effect change and increase knowledge and awareness on issues surrounding hunger and food insecurity

- Provide leadership, training, and education to our volunteer caseworkers around the state as an internal consultant on hunger related issues
- Work with Grants Manager and Development team to raise funds to support our initiatives and ensure compliance and proper reporting for existing grants
- Develop an operating dashboard and review processes with metrics to evaluate performance and impact of each program and service.
- Prepare and maintain department budget; prepare reports as required by funders and organization
- Plan and implement outreach events to expand awareness and impact of programs
- Conduct annual reviews of each program for fit with mission, community needs, impact on clients, Conference satisfaction and potential growth.
- Manage relationships with Atlanta Community Food Bank, Open Hand and other community partners focused on eradicating hunger in our service areas; seek to expand partnerships with other organizations with a similar focus.
- Work closely with Volunteer Coordinator to ensure that volunteers are available in Food Pantry, for food delivery and other service areas
- Supervise Pantry Manager, SNAP Case Manager, and pantry volunteers

Qualifications:

- 3-5 years relevant experience in non profit program development and administration; experience with hunger or food related programs preferred
- Effective management skills and ability to take initiative and complete complex multi-faceted projects
- Outstanding knowledge of data analysis, reporting and budgeting
- Strong interpersonal communication and relationship-building skills; proven ability to build collaborative relationships with key stakeholders, including Conference leaders, donors, volunteers, and clients
- Experience with federal and state grants compliance and reporting requirements
- Proficient in Microsoft suite of products including Outlook, Word, Excel
- Experience writing and maintaining hunger related grants a strong plus
- A passion for serving the community and creating greater social impact is key!
- Occasional travel within the state

Compensation:

Competitive salary commensurate with experience and background plus benefits, including health insurance, dental, vision, 401K retirement plan, 401K match, STD, LTD, Life Insurance and FSA.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may perform other related duties as may be required.

Learn more about St. Vincent de Paul Georgia at www.svdpgorgia.org

Location

2050 Chamblee Tucker Road, Chamblee, GA 30341