Job Title: Director of Programs
Status: Full Time, Exempt Employee
Reports to: Executive VP

The Arizona Food Bank Network (AzFBN) is a 501(c)(3) nonprofit organization comprised of 5 food bank members looking for a committed, community-minded person who values our vision of a hunger free Arizona to manage innovation and network service programs. This includes program areas focused on hunger prevention in designated populations (children, seniors, tribal communities, college students, and more), Friends of the Farm, which allows Arizona’s small farmers and growers to expand market reach and support food banks, Americorps/VISTA, a program that places up to 29 members/volunteers at food banks and smaller agencies statewide, and network services, dedicated to helping agency partners access resources and connect with each other and their regional food bank.

Primary Responsibilities:

- Oversee the work of the AzFBN Innovation and Network Services teams, including supervision of five direct reports who are each responsible for managing an aspect of program work from strategic planning through work planning and execution.
- Performance management of program staff, assessing each individually for professional development opportunities, working with each to develop skills and leadership ability. Support staff in their oversight of contractors and VISTA Members.
- Ensure regular and accurate reporting from all programs, including instituting regular metric and narrative information gathering about the volume and impact of program work to inform both strategic planning as well as outside audiences, such as AzFBN’s Board of Directors, constituents, funders, member food banks, agencies, and other staff.
- Build and monitor budgets with each program manager to ensure accurate accounting and spending, especially with regard to work funded by restricted grants. Inform business management team and AzFBN Leadership when variances occur.
- Support managers in ensuring successful execution of network trainings, including our annual food bank conference.
- Partner with AzFBN’s Member Services team to align member centric work with Innovation and Network Services (agency) efforts.
- Partner with AzFBN’s Advocacy team to align Innovation and Network services work with legislative efforts and other forms of educational and informational advocacy intended to have impact both within and outside of the AzFBN network.
- Serve on the AzFBN Leadership Team to ensure collaboration and knowledge-sharing.
- Act as first point of contact with large funders for grant-funded work and management; work with Director of Development and Executive VP to ensure AzFBN exceeds grant mandated program reporting and works to delight donors with both data and anecdotes of impact.
- Assess needs for program expansion and/or sunset and make recommendations to the Leadership Team.
Minimum Qualifications for Education, Training and Experience:

A well-qualified individual will have strong leadership, interpersonal, and communication skills, ability to gather and analyze complex data, and a knowledge of hunger and food issues, especially in Arizona. Experience managing programs with large budgets is strongly preferred, as is knowledge of food banks and their role in hunger relief. In particular, experience managing work that is funded in part or whole by large multi-year grants will be included in an especially strong application. A Bachelor’s degree and/or business or non-profit work experience is required, Master’s degree and/or experience in relevant field preferred. A minimum of 5-7 years of relevant work experience is expected.

Other desired attributes:

- Experience supervising high performing teams in a results oriented work atmosphere.
- Demonstrated ability to work with a diverse group of people in a team to achieve results.
- Ability to gather information from a variety of sources, plan, organize and effectively present concepts and recommendations to groups.
- Experience in developing new programs and discontinuing programs no longer needed in the community.
- Strong exposure to budgeting and financial management in nonprofit organizations.
- Strong skills in Microsoft Excel and ability to easily learn other systems such as Fusionware, eGrants, etc.
- Ability to maintain positive working relationships with a variety of stakeholders and constituents (including funders) from varied locations and backgrounds.
- Demonstrated strong initiative and problem-solving ability.
- Valid Arizona driver’s license and willingness to travel within the state as needed.
- Dedication to the AzFBN vision of a hunger free Arizona.

Salary range is $75,000 to $80,000 per year, with benefits like unlimited paid time off as well as 403(b) matching.

Interested? Contact Terri Shoemaker via email, at terri@azfoodbanks.org. Please provide a current resume and a cover letter or email that describes your experience and interest.