



## **Feeding South Florida (FSF) - Programs Manager**

DEPARTMENT: Programs + Services

REPORTS TO: Director of Programs + Services

CLASSIFICATION: Exempt, Full-time EXPERIENCE LEVEL: Mid-Career

### **POSITION SUMMARY**

The primary objective of the Feeding South Florida (FSF) Programs Manager is to oversee current FSF programs and assist with the creation and implementation of new ones. Support of programs includes the stabilization, expansion, and execution of current Children's and Senior Programs, as well as Health and Wellness initiatives. Outreach and grant management and reporting are associated with programs, as is a general understanding of policy, federal and state guidelines for the support of special populations. This position works closely with all areas of the Community Relations department, including development, communications, and distribution.

### **ESSENTIAL FUNCTIONS**

1. Oversee, maintain and expand current programs including children's programs (School Pantry, Backpack, Summer Food Service, Afterschool Snack), senior programs, and health and wellness initiatives, including nutrition education and physical fitness.
2. Supervise Programs Coordinators, understanding all job functions and responsibilities, providing support as necessary.
3. Ensure timely and accurate reporting, paperwork, contract management/fulfillment, compliance with grant guidelines, and site surveys.
4. Maintain and expand knowledge of existing community programs, and nonprofit collaborations, community-building initiatives through the attendance of community functions and relationship-building.
5. Serve as expert on local, state, federal, and other policies impacting special populations such as children and older adults. This includes knowledge of current and proposed legislation and government reimbursement programs.
6. Conduct outreach initiatives to engage new partners, while coordinating with the Agency Relations and Distribution teams to bring on new sites including training and compliance with all FSF and other policies and procedures.
7. Provide regular, timely, thorough, and accurate reports including spreadsheets, presentations, and narratives, as needed by external and internal parties. This includes preparing for all audits of FSF, grant requirements, demographics, and distribution of information.
8. Serve as liaison between partner sites, government entities, and anyone involved with the implementation of FSF programs. This includes coordinating with school districts, child advocates, and others involved with providing service to underserved populations.
9. Provides reporting and documentation assistance to partner sites to ensure the accurate and timely reporting of attendance, product counts, etc. Maintain all qualifying paperwork of partner sites.
10. Provide excellent customer service and communication to partner sites including a timely response to phone calls and emails.

11. Represents FSF as necessary at events and meetings.
12. Regular surveying of sites to assess product and program satisfaction and efficacy. This includes the creation, collection and analysis of survey results.
13. Assist Vice President of Community Relations as needed.

## **QUALIFICATIONS**

- Bachelor's Degree (Master's preferred)
- At least four years of program development and management experience
- Experience with field research, data analysis, survey design
- Innovative and entrepreneurial spirit with ability to develop programs and initiatives
- Knowledge of local community, existing programs, and political landscape
- Ability to work under pressure in a fast-paced environment with multiple deadlines and responsibilities, while simultaneously maintaining composure and ensuring excellent customer service.
- Strong computer skills with proficiency in Microsoft Office, specifically Excel
- Sensitivity to diverse populations with the ability to serve people in a compassionate, patient, friendly, and courteous manner, showing sincere interest in people's concerns.
- Strong communications skills, both written and verbal, with comfort and ability to speak publicly.
- Ability to ensure policies and guidelines are met.
- Ability to manage time efficiently and to work independently with minimum supervision.
- Ability to take initiative and see projects through from start to finish.
- Ability to work cooperatively with other staff, volunteers, and agency personnel.
- Experience and comfort with training, teaching, and supervising others.
- Attention to detail, accuracy, and deadlines.
- Strong moral compass including the ability to exercise good judgment and discretion, including a demonstrated impartiality to certain organizations, agencies, groups, or individuals.
- Strong grammar, spelling, and math skills
- Positive attitude, flexibility, and good sense of humor
- Possession of a current and valid, Florida's driver's license, liability insurance and a clean driving record. Must have access to reliable transportation.

## **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Based on OSHA Standards Lifting requirements are 50lbs and when lifting loads heavier than 50lbs, use two or more people to lift the load.
- This position works in a typical office setting. There may be extended periods of sitting, standing and/or bending; listening, talking and/or visual concentration; writing and/or computer use.
- After business hours work is required occasionally throughout the year.
- Frequent travel between quad-county areas using personal vehicle is required.
- Occasional same day, out of town travel for meeting, conferences and special events
- Occasional overnight, out of town travel for meetings and conferences
- Involves activities in both office and warehouse environments with exposure to the climate and South Florida weather.
- The noise level in the work environment is usually moderate to loud.

Interested and qualified candidates should submit their resume and salary requirements to [careers@feedingsouthflorida.org](mailto:careers@feedingsouthflorida.org). No phone calls please.

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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