



Helping People. Changing Lives.



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Currently Accepting Applications

Closing Date: Open until filled

Interviews Scheduled: Ongoing

Hire Date: As soon as possible

Pay Range: \$47,480 - \$56,160 annually, DOE

Job title	<i>Food Distribution Center Program Director</i>
Job Category	<i>Full-time, Exempt</i>
Reports to	<i>Executive Director and/or Deputy Director</i>
Supervises	<i>Food Distribution Center staff and volunteers</i>

Position Summary

The Food Distribution Center Program Director has full-time responsibility for the development and the day-to-day operations of the Food Distribution Center programs, including supervision of staff and relations with food distribution center partnering organizations and volunteers. Serves as a liaison with the Washington State Department of Agriculture, the Washington State Department of Commerce, large partners such as Northwest Harvest and Second Harvest, both for-profit and not-for-profit organizations in the local area, other funding sources, food pantries in Chelan and Douglas Counties, etc.

Duties and Responsibilities

The primary job responsibilities of the Food Distribution Center Program Director include:

- Plan, develop, and implement all aspects of the Food Distribution Center programs and services in accordance with funding requirements.
- Assess the hunger and food needs of the two counties served by the Food Distribution Center in terms of the identified priority service areas.
- Maintain appropriate program and fiscal records in compliance with federal, state and local requirements.
- Monitor sub-contractors as required, and provide support as needed to ensure sub-contractor compliance.
- Prepare accurate and timely reports as required by the agency and all funding sources.
- Develop and implement data collection and evaluation processes to assess program impact.
- Monitor and update the Food Distribution Center webpage(s) and social media page(s).
- Work with CDCAC staff and Board to ensure adequate resources (financial and in-kind) to operate the programs, including preparing and submitting grant applications for federal, state, and local funding as well as soliciting private donations and leading other fundraising activities.

- Develop and maintain professional relationships with other community collaborators and supporters.
- Place bulk food orders.
- Receive bulk food deliveries.
- Organize bulk foods in the warehouse as required by funders and partners.
- Submit invoices in an efficient manner to ensure that payments are made timely, and as allowable per funders and partners.
- Pick up, store and distribute large quantities of food from local businesses.
- Attend and participate in department and agency-wide meetings.
- Maintain professional knowledge and skills by attending appropriate conferences, meetings, and training related to the position.
- Supervise Food Distribution Center staff and volunteers.
- Other duties as assigned.

Qualifications

Education: Bachelor's Degree in Human Services or a related field with at least two years of related work experience, or a High School diploma with at least six years of related work experience.

Skills, Abilities, and Knowledge:

- Able to establish and maintain positive, effective working relationships with a diverse group of individuals and community organizations.
- Able to communicate effectively, both verbal and written.
- Effective problem solving skills.
- Strong strategic planning skills.
- Strong program evaluation skills.
- Knowledge of national, state and local food programs, with previous food distribution experience preferred.
- Knowledge of shipping and receiving processes, with previous experience with shipping, receiving and inventory control preferred.
- Experience leading teams.
- Able to work independently with a high level of consistency, efficiency and timeliness.
- Able to maintain confidentiality of program details.
- Able to understand and interpret highly technical material.
- Able to work with people from a variety of economic, racial and cultural backgrounds with various lifestyles, disabilities, sexual orientations and ages.
- Able to work with volunteers, other partners, and the public in a respectful, professional, and non-judgmental manner.
- Able to understand the needs, struggles and concerns of low-income families.
- Able to use a computer to meet essential job functions, including managing databases, e-mail, word-processing, and spreadsheet software (such as Excel).
- Proven history of successful grant-writing and fund-raising.
- Knowledge of non-profit budgeting.
- Maintain regular attendance and perform job duties and responsibilities in a satisfactory manner.
- Able to regularly lift 35-50 lbs.
- Must have a valid Washington State Driver's License.
- Willingness and ability to learn to drive a flatbed truck and pull a reefer trailer.

Working Conditions

The position is based in a warehouse environment, but requires frequent driving to food pantry sites that may involve up to 3 hours of driving each way. There is frequent contact with the public in a variety of conditions, in person and over the phone, indoors and outdoors. Some statewide travel to attend required conferences and meetings is expected. Some evening and weekend work required.

Physical Requirements

The position requires frequent sitting and using computers, long periods of driving (up to 3 hours in each direction), and moderate to heavy lifting (35-50 pounds.)