



Disaster relief efforts, 2018

RECRUITMENT PROFILE

Food Bank Director

Action Pathways, Inc. is pleased to announce the recruitment and selection process for Food Bank Director. This brochure provides background information on Action Pathways, the position, as well as the requirements and expected qualifications for the position. Position open until filled. Interested candidates may email a cover letter, resume and three reference contacts to: personnel@actionpathways.ngo.

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Engaging communities. Empowering individuals.

OUR COMMUNITY

Fayetteville, NC, is one of the most family-friendly, patriotic, and diverse communities in America. It is the home of Fort Bragg, the Army's headquarters for Airborne and Special Operations forces; Pope Air Field; and the Army Forces Command.

The community has a rich history that goes back to 1762. Fayetteville was named after the Revolutionary War hero, Marquis de Lafayette. Historical landmarks are woven throughout the downtown shopping area, connecting the past to the present and future. The City also has significant state-wide attractions, museums, and a brand new baseball stadium housing the recently cemented Single A+ Minor League affiliate of the Houston Astros.

Fayetteville has a population of more than 210,000 residents, and is the sixth-largest city in North Carolina. The area continues to grow and was recently named "Most Innovative City" by *Governing Magazine*. With a median age of 30.7, Fayetteville is filled with the energy of young professionals and families with young children. Walk the Cape Fear River Trail or attend the annual International Folk Festival to see the spirit of our area. Conveniently located within a couple hours' drive of nationally-recognized beaches and the



Blue Ridge Mountains, residents are uniquely equipped for weekend adventures.

Cumberland County Schools is the fifth-largest school district in the state, with over 51,000 students enrolled. The area is home to Fayetteville State University, Fayetteville Technical Community College, Methodist University, Miller-Motte College, and Carolina College of Biblical Studies.

AGENCY PROFILE

Action Pathways, Inc. is a non-profit human services agency offering a comprehensive approach to helping families achieve and sustain economic security. Formed in 1964, Action Pathways is part of a national network of Community Action Programs whose promise is to change people's lives, embody the spirit of hope, and improve our communities.

In total, Action Pathways serves thirteen counties in southeastern North Carolina. Designed to tackle poverty in these communities, Action Pathways has four main focus areas: hunger, housing, education, and empowerment. Programs work together to provide skills and services necessary to ensure everyone has a path forward in life. Action Pathways administers:

- ASPIRE Self-Sufficiency (CSBG fund)
- Fayetteville-Cumberland Reentry Council
- Head Start
- Second Harvest Food Bank of Southeast North Carolina
- Weatherization Assistance Program

Action Pathways recruits and maintains a diverse and dedicated staff that is passionate about helping others help themselves. Employees receive a number of benefits to ensure their personal health and general well-being is a priority. We care about each individual and strive to provide services that will positively affect the lives of those that share their passion with our agency.

THE OPEN POSITION

The Food Bank Director will plan, direct and coordinate operations for Second Harvest Food Bank of Southeast North Carolina, a member of the Feeding America network. The ideal candidate will work to educate the public about

hunger and poverty issues, and collaborate with community and government agencies to address needs across the seven counties served. The Director must maintain and improve relationships with Feeding America, Feeding the Carolinas, regional food banks, retailers, and donors to have a positive impact on Southeast North Carolina's community.

The Director collaborates with the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer and staff in the following areas:

- Operations/Transportation
- Food Sourcing/Compliance
- Network Collaborations & Reporting
- Disaster/Emergency Preparedness & Response
- Advocacy & Community Outreach
- Fundraising

The Food Bank Director will represent Second Harvest by participating in regional collaborative efforts and other committees as assigned.

The Director will continuously monitor and assess the growth and efficiency of the Food Bank, its member agencies, partnerships and staff to develop research-based solutions to hunger in our area. The Director will plan and implement strategies to meet outlined goals and fulfill responsibilities, as related but not limited to:

- Ensure coordination of solicitation, warehousing, marketing and distribution of acquired food and non-food product in accordance with policies and procedures;
- As a primary food resource, he or she will serve as lead staff person during emergencies and/or disasters;
- Arrange adequate training and professional development for staff (ie. food safety, nutrition, OSHA and warehouse operations, and other certifications);
- Plan, implement and evaluate fundraising campaigns, special events, community food drives, grant applications, and cause marketing partnerships alongside Agency Advancement;
- Cultivate relationships with donors, corporations, foundations, civic organizations and the media;
- Assess opportunities for innovative programs and solutions to hunger;
- Oversee the preparation and management of the annual budget and regularly report revenue, expenditures and program progress to the CEO, Board of Directors, and major funders;
- Collaborate with the Director of Communications to develop public relations and advocacy materials;
- Perform other duties as assigned;
- Report to the CEO, and supervise a minimum of three personnel.

Challenges & Opportunities

The Food Bank Director can expect to work closely with the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, staff, major corporations, local businesses, key grantors and donors:

- As a food bank depends on diverse funding and strong community involvement, the ideal candidate will discover new pipelines of support in the seven counties served;
- The Director must manage relationships with Feeding America, the state association and sister food banks to remain within compliance, create innovative solutions to hunger, and collaborate on advocacy measures;
- He or she shall improve operational efficiency and seek ways for enhanced technology/equipment to facilitate growth;
- To close the meal gap, Southeast NC requires strong community outreach and education to expand the Senior Feeding Program, Fresh Produce Initiative, and SNAP enrollment;
- The Director should possess the technical skills and operational expertise to effectively manage a budget, solicit donations, and develop lasting partnerships that support the organization's vision of a hunger-free NC.

QUALIFICATIONS

- Bachelor's degree in nonprofit management, human services, public health, business or related field and ten years of related management experience, with preference to food banking background. Master's degree preferred. An equivalent combination of education and experience may be considered.
- Proven interpersonal skills to lead a dynamic team and work with diverse populations, including low-income citizens
- Working knowledge of public and private organizations, funding sources and government regulations
- Experience with fundraising, public relations and grantwriting preferred
- Ability to work quickly with staff to quantify needs and illustrate the Agency's vision while building connections with funders

- Team player: Ability to manage multiple projects simultaneously across departmental lines
- Proficient with inventory software and databases for quality assurance, sufficient sourcing, and reporting

BENEFIT PACKAGE

Full-time exempt position. Salary is commensurate with experience.
Hiring Range: \$52,000 - \$62,000.

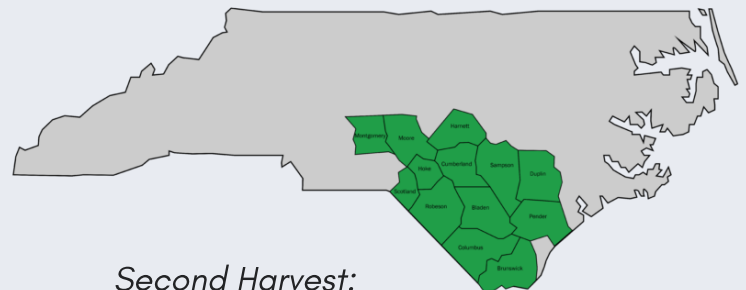
Employee benefits include but are not limited to:

- Dental, health, vision & life insurance
- Retirement plan
- Paid vacation, personal & sick leave
- Professional development training
- Educational financial assistance
- Short-term disability & medical leave
- Auto mileage reimbursement for official travel

AGENCY SNAPSHOT

Pictured: Counties of service

\$22 Million operating budget
285 Employees
13 Counties
10+ Million meals distributed
1,183 Head Start children enrolled
332 Weatherization projects
229 Clients served by Reentry Program
170 Families assisted by ASPIRE



Second Harvest:

Serving Bladen, Cumberland, Duplin, Harnett,
Hoke, Sampson and Robeson Counties
260+ Member agencies
\$1.9M Budget
16 Full-time employees
12 Million pounds distributed in 2018