

Deputy Director

Food Literacy Center Sacramento, California



About Us:

At Food Literacy Center, ***we inspire kids to eat their vegetables***. Food Literacy Center came to life in July 2011 to fill a critical gap: we engage volunteers and staff to help individuals improve their knowledge, attitude, and behavior towards healthy food. Partnering with SCUSD and community partners, we teach food literacy education to 1,000 (and growing!) K-6th graders in low-income schools a week, using fun, approachable lessons teaching kids to cook, about nutrition, and where their food comes from. Our kids become food adventurers!

Why our work matters:

- Despite being America's Farm-to-Fork Capital, Sacramento has a 40% childhood obesity rate, and many students and families live in food deserts.
- Overweight kids have a 70-80% chance of staying overweight for their entire lives, and obesity disproportionately affects low-income and minority children.
- Obesity is now regarded as more damaging than smoking or drinking.
- Being overweight can negatively impact a child's self-esteem, behavior, friendships, and academic performance.
- All of these problems are preventable--if we eat our vegetables. But we have two generations of Americans who do not know how. That's where we come in.

We believe food literacy matters. Learn more about us at www.foodliteracycenter.org.

About this peachy position:

The Deputy Director will partner with the CEO in strategy development and fund development, while overseeing the team in program and daily operations. This role will prioritize smooth and efficient processes to support the organization's long-term strategies, establish and maintain external partnerships, and exhibit proactive external and internal communication. This role reports directly to the CEO and manages all staff and administrative duties for Food Literacy Center. This role is an exciting opportunity for a skilled and inspiring nonprofit leader.

Here's what you'll do as the Deputy Director:

Provide daily management of the Food Literacy Center Team:

- Build and maintain strong relationships between all team members. Preserve and nurture our unique organizational culture of committed and motivated staff.
- Conduct frequent check-ins, monitor and coach performance, develop and retain great team members.
- Provide oversight of Food Literacy Center's programs and their implementation. Provide guidance, identify blind spots, solve problems, and answer questions.
- In partnership with the CEO, evaluate our program's successes and identify ways to strengthen our impact.

Keep our daily operations running smoothly and efficiently:

- Continually assess operational needs and address when necessary. Oversee resolution of IT and technology related issues and oversee office staff in resolution of other related items.
- Oversee accurate timekeeping and payroll, monitor expenses, coordinate with the bookkeeper on accounts payable and accounts receivable and uphold nonprofit accounting best practices.

- Ensure internal policies and procedures are relevant, updated, and communicated to all staff

Lead Fund Development & Marketing Strategies:

- Develop and implement Food Literacy Center's fund development strategy.
- Meet or exceed all fundraising goals, and fully maximize all fundraising modalities including major gifts, individual gifts, third-party events, special events, grants, program fees, etc.
- Maintain knowledge of industry and nonprofit trends and identify and oversee implementation of potential project, funding, and collaboration opportunities.
- Train staff in fund development best practices and maintain the organization's strong culture of philanthropy.
- Assist with identification, cultivation, and stewardship of new and established donors.
- Oversee Food Literacy Center's marketing, maintaining its high quality and following its brand guide meticulously.

Contribute strategically:

- Make key decisions around organizational priorities.
- Identify opportunities to communicate the vision and mission of the organization to an ever-broadening audience.
- Provide ideas, input, and leadership.
- Other duties as assigned.

In addition, we hope you will grow in this position as we grow as an organization. You'll collaborate with the CEO on other duties, strategies, and initiatives as needed.

You'll exhibit these competencies:

Project Management:

- Demonstrate a strong ability to balance multiple competing priorities daily. Demonstrate an ability to prioritize and take action accordingly. Consider all stakeholders and implications in projects that are cross-functional. Demonstrate an ability to rally a variety of stakeholders to meet a goal.
- Have the ability to focus on big picture priorities, while not losing sight of the details.
- Proven ability to work with efficiency, flexibility, and good humor.

Relationship Development & Communication:

- Develop and maintain positive relationships with teammates and stakeholders. Demonstrate an ability to effectively communicate with a variety of folks, exhibiting tact and diplomacy.

Problem Solving & Decision-Making:

- Demonstrate a strong ability to recognize problems, solve them quickly, and appropriately message all shifts. Make decisions that consider all stakeholders, and act accordingly.
- Display comfort with ambiguity but have a strong bias for structure and results. Show resilience, and perseverance when faced with obstacles and competing deadlines with limited resources.

Innovative Thinking:

- Demonstrate an ability to create processes and systems to streamline internal operations.
- Demonstrate an aptitude for framing problems as opportunities.

Positive Attitude:

- Exude a positive outlook and attitude, especially during stressful or difficult times. Act as a culture carrier to maintain the joyfulness of the Food Literacy Center culture.

All about you!

You'll be successful in this position if you

- Have a deep commitment to the mission of Food Literacy Center.
- Have worked in a leadership role in nonprofit organizations for at least 5 years.
- Have experience successfully supervising others.
- Are able to manage multiple complex, collaborative projects simultaneously.
- Have outstanding communications and public speaking skills, and an aptitude for problem solving.
- Live into our team's values and behaviors.
- Have an understanding or familiarity with local food, food systems, and nutrition.
- Have a bachelor's degree or equivalent experience.

Extra points if you

- Have a master's degree in nonprofit management or related field.
- Have an inspirational management style, while also able to develop staff and hold them accountable for delivering top-quality programming.
- Have experience working in a small, growing team.

Other things to know:

We offer a unique, healthy work culture that celebrates teamwork and vegetable eating!

- This is an at-will, full-time, exempt position that is benefits-eligible. The range for compensation is \$105,000 - \$130,000 annually.
- A flexible schedule is necessary. This position requires some evenings and weekends.
- You'll need to be able to lift 50 lbs.
- This position requires you to travel throughout Sacramento, so a California driver's license is required.
- We love our veggies, so a vegetable costume may be worn on occasion!
- Because food literacy is at our core, we require all employees to successfully complete Food Literacy Academy certification and become a certified food handler. Food Literacy Center will provide the resources to certify you in these areas.
- Additionally, you must pass a Department of Justice background check and have a negative TB test.
- Proof of COVID vaccination is required.

Ready to apply? Great!

Please submit a resume and thoughtful cover letter to amber@foodliteracycenter.org, subject: Deputy Director. In your letter, please describe the most successful project you worked on--and tell us why you are proud of it. This position will remain open until filled. *No phone calls, please.*

Food Literacy Center is an Equal Opportunity Employer. We encourage applicants of a diverse background to apply. Benefits include cell phone reimbursement, health care, Simple IRA match, vacation & sick leave.