

DIRECTOR OF FOOD ACCESS INITIATIVES

Job Summary

As part of the Howard County Food Desert Program, the Food Desert Program Director shall oversee all aspects of the program. No job description can list all duties of a job. This job description is only a partial description of essential duties and responsibilities.

Responsibilities

Essential Duties and Responsibilities

- The Director provides strategic vision, leadership and management to guide the creation, development, and launch of the Howard County Food Desert Program.
- This includes:
 - Identifying and developing recommendations to address unique food security challenges faced by communities across Howard County, including potential initiatives to increase accessibility and affordability of healthy foods;
 - Serving as subject matter expert on food desert alleviation, hunger policy, and food security and contributing this knowledge and expertise to the program
 - Develop and launch programs based on the Action Plan Executive Summary of the Howard County Food Desert and Food Insecurity Study
- Develop, lead, and execute portfolio of initiatives and programs to directly support food retailers and residents in food desert communities including:
 - Researching of available programs to incentivize businesses to establish and retain new supermarkets and grocery stores in food desert communities
 - Researching of grants and loans for food access
- Support online ordering/e-commerce, including for the Supplemental Nutrition Assistance Program (SNAP) and the Special Supplemental Nutrition Program for Women, Infants, Children (WIC)
- Provide technical assistance to assist in implementation of best practices for increasing the accessibility of nutritious foods in food desert communities
- Develop the portfolio of technical assistance and training products

- Build a process to identify potential providers as well as communities and retailers in need of these resources
- Manage contracts and scopes of work
- Serve as the primary liaison with technical assistance providers and recipients
- Engage and advocate about strategies to alleviate food deserts
 - o Facilitate consensus within the County, across State and local governments, in the broader business community, in local communities, and with a range of stakeholders to implement the strategic vision of the Food Desert expectations
 - o Lead process to identify and address challenges and opportunities to help Howard County communities' better access healthy foods, including challenges that existed prior to COVID-19 as well as those exacerbated by the pandemic
 - o Facilitate an inclusive, ongoing process to gather in-depth feedback, best practices, and continuous quality improvement processes
 - o Form strategic collaborations to identify best practices in food security and develop and drive innovative food security initiatives
 - o Gather and propose recommendations to address specific challenges faced by communities throughout Howard County regarding food security, including urban and rural communities, communities with limited digital literacy and/or digital access, communities with low levels of vehicle accessibility and/or public transit access, and/or immigrant communities and individuals with limited English proficiency
- Build, develop, mentor, and coach direct reports to develop skills and behaviors to enhance performance. Set staff goals and objectives, review staff regularly against individual plans. Develop and implement training and succession plans for the team.
- Ensures department practices and processes are following Food Desert policies and guidelines and are consistently applied.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, staff and external customers.
- Must complete annual and semiannual self-assessment, as required.
- Performs other duties and special projects, as assigned.

Qualifications

Required Skills and Abilities

- Prefer knowledge (or) experience around food security, food deserts, healthy food financing, and/or anti-hunger initiatives
- Strong track record of stakeholder engagement and ability to engage credibly and thoughtfully in conversations with industry, nonprofit, and government leaders

Skills

- Comfort working cross organizationally to achieve alignment and ensure successful implementation of initiatives
- Demonstrated ability to self-motivate and self-lead own work planning and execution with a strong results orientation
- Exceptional history of strong performance and consistent high-quality delivery on commitments
- Ability to prioritize own workload - must be highly organized, detail-oriented, handle various tasks simultaneously, and work independently within limited time constraints with little supervision
- Energetic, flexible, collaborative and proactive; a leader who can positively and productively impact both strategic and tactical initiatives
- Ability to adapt to changes in work environment and manage competing demands
- Excellent judgement, negotiation, and conflict-resolution skills

Problem solving and communication

- Demonstrated proficiency in creative and analytical problem solving, including the ability to structure issues, define critical analyses or facts required, execute complex analyses with limited errors and oversight, synthesize findings, and propose actionable solutions
- Exceptional written (presentation, memos, and emails), oral, interpersonal and presentation skills, and the ability to effectively interface with a broad range of audiences
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals

- Proficiency in Microsoft Office Suite and the ability to learn new software packages

Managerial Experience

- Ability to oversee a budget and ensure funds are applied in the most cost-effective way
- History of demonstrating respectful behavior and promoting teamwork and communication to encourage an interactive, cooperative, collaborative and customer-focused work environment among public and private stakeholders
- Ability to encourage new ideas, initiatives, and contributions; create opportunities for change
- Demonstrated ability maintaining strong ethical orientation, including exercising sound financial stewardship of the organization's assets and controls expenses whenever possible

Education and Experience Requirements

- Bachelors' degree, preferably with an emphasis in social services, non-profit, or public administration, social work, policy, and/or equivalent experience
- Four-Six years of practical experience in social services, poverty alleviation, social determinants of health, community development, or other relevant field
- Minimum of five years of program development and management experience
- Excellent relationship building skills and ability to foster and maintain a cross-sectoral team of diverse community and political stakeholders

Physical Demands

- Lifting up to 25 pounds, bending, standing
- Ability to work outside normal business hours, as needed

Travel

- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required

- Valid driver's license

Note

This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment is voluntary and subject to termination by you or at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

The Howard County Food Desert Managing Committee reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer

HOW TO APPLY

Please send a letter of interest and resume to foodaccessinitiative@howardcountyin.gov