

PROGRAMS DIRECTOR

JOB DESCRIPTION



Position Type: Full time exempt

Position Level: Director

Functions: Operations

ABOUT NO MORE EMPTY POTS

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

All candidates for NMEP positions are evaluated on “get it,” “want it,” and “capacity to do it,” and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP' mission, and dedication to reducing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

POSITION DESCRIPTION

NMEP is seeking applications for a Programs Director to manage the operations of the teams delivering programs. The role is responsible for supervising program operations and team managers regarding day-to-day operational issues and high level reporting to the Leadership Team. This role will support the growth and development of programs and team members so that NMEP remains responsive to community needs and exceeds client and program outcomes. The Program Director will report to the COO.

Candidates for the Programs Director position should have the following qualities and traits:

- Ability to effectively and proactively communicate
- Positive mindset that sees opportunities in diverse experiences
- Be detail oriented, organized and have consistent follow through
- Passion for doing work driven by community need
- Self-starting while working independently and proactively
- Motivation for taking on challenges and solving problems
- Drive to take individual ownership of and expand upon job duties
- Confidence to ask questions and take calculated risks

45% PROGRAMS MANAGEMENT

- Support programs' compliance with legal and regulatory requirements, grant agreements, funding expectations, and adherence to program design
- Support team managers in articulating and meeting expectations including internal and external output and outcome requirements, budget restrictions, and people management policies
- Provide regular supervision for team managers with a focus professional growth and development, reaching team and organizational goals, providing solutions for daily operations, managing daily financial responsibilities, including requisitions and receipts, and providing regular feedback to support clarity and accountability
- Serve as interim team manager when manager positions are unstaffed

- Regularly summarize and consult on operational issues with the COO to connect long-term strategic direction with day-to-day operational function
- Work across teams to utilize quantitative, qualitative and financial data for program excellence and continuous improvements
- Review, monitor and analyze monthly financial statements and program reports
- Track data to support product and process improvements as well as reporting to funders
- Identify and engage in strategic opportunities to further mission and revenue

40% PEOPLE MANAGEMENT

- Supervises program team managers, provides guidance and supports program operations
- Lead weekly team manager meetings, incorporating metrics and organizational goals
- Support understanding and adoption of organizational systems and processes throughout teams
- Schedule and approve hours and time off for supervisees
- Provide performance management and feedback for Team Managers; also provide supervision of frontline staff
- Collaborate across teams to deliver programming
- Approve requisitions in alignment with budget and revenue

15% ADMINISTRATIVE

- Attend leadership and team meetings
- Respond to email and all communications in a timely manner
- Follow company policies including financial policies by managing and submitting financial documents including receipts, requisitions, invoices, and other sensitive documents
- Support monthly data submissions as assigned
- Attend professional development training/workshops

OTHER DUTIES AS ASSIGNED

- Other duties as assigned

REQUIRED SKILLS, QUALITIES, AND EXPERIENCE

- 3+ years management experience including managing staff, leading team meetings, planning programming, project management, and managing a budget
- Effective delegation
- Demonstrates strong work ethic by fully completing tasks, contributing high quality work and excellent follow-through
- Must have strong problem solving and organization skills
- Experience and skill to work with vulnerable populations and create a supportive learning environment
- Experience and skill to appropriately handle sensitive financial, HR, and other information and documents
- Proficiency in Google Suite and Microsoft Office including Excel
- Experience and skill to communicate effectively with a wide variety of stakeholders
- Experience in successfully managing collaborative education and/or self sufficiency programs or other similarly complex and demanding programs and projects
- Experience and skill to create, develop, implement, manage, execute, and evaluate goals and activities and ensure alignment with organizational strategic pillars of people, programs, and finances
- Experience and skill to work as part of an interdisciplinary team
- Passion for NMEP' mission and impact
- Must be available during program hours, required staff meetings and events

PREFERRED SKILLS, QUALITIES, AND EXPERIENCE

- Master's degree, Bachelor's degree in education, a related field, such as Nonprofit Management, Organizational Leadership, Business Development or relevant work experience
- Experience using trauma-informed care principles
- Familiarity with food systems and STEAM subjects including amateur culinary and nutrition; home, school, and community gardening; comfort using new and experimental technology
- Familiarity with the food system concepts such as zero-waste and seasonality
- Valid First Aid or other safety certifications
- Valid ServSafe or nutrition certification or degree
- Conversational Spanish fluency

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Frequently operates a computer and other office equipment and supplies
- Frequently moves about in a commercial kitchen, gardens, and other community-based locations
- Frequently moves supplies weighing up to 30 pounds
- Frequently positions self to reach products stored on high or low shelves
- Frequently works in indoor conditions
- Occasionally works in outdoor conditions or in natural environments when facilitating activities such as farm or garden tours
- This person frequently communicates with staff, students, volunteers, vendors, guests to the program, and others about program and organizational operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- This person must be able to work effectively in environments that are often loud, cramped, or unpredictable temperatures
- Must be able to discern between acceptable and unacceptable product and cleanliness standards in a food service setting

ADDITIONAL JOB DETAILS

- **Compensation:** Commensurate with experience, \$43,680-72,800 annual salary plus benefits
- **Hours per week:** Full time, Exempt, 40 hours per week
- **Reports to:** Chief Operating Officer

TO APPLY

To be considered for this position, please submit a resume and cover letter to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities and anyone with marginalized identities are strongly encouraged to apply.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

ADDITIONAL REQUIREMENTS OF INTERVIEW PROCESS

- Share an example of a weekly/biweekly team meeting agenda
- Prepare a 90 second presentation on No More Empty Pots or a hands-on cooking activity