

Ohio Association of Foodbanks

Location:	100 East Broad Street, Suite 501, Columbus, OH 43215		
Job Title:	Special Programs Manager		
Reports to:	Carrie Harshbarger	Title:	Senior Director, Food Supply Chain
Starting Salary:	Grade 2	Hours: 40/week	
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
Position Overview			
<p>This full-time position will provide support to special and seasonal food programs operation and implementation and support logistics and program management for innovative and non-traditional food sourcing and related projects. Special programs could include the Local Food Purchase Assistance Program (LFPA), seasonal programs like summer meals programs, additional programs targeting specific commodities and/or food insecure populations, or emerging initiatives like food donation programs, food waste reduction efforts, carbon offsets, food as medicine, etc. This position will be cross-trained to the extent possible on core, special, and seasonal food programs and serve as back-up or additional support on critical business operations when needed.</p>			
Essential Job Functions			
<ul style="list-style-type: none"> Assist senior director, food supply chain in onboarding new vendors and aggregating partners; working with each to determine the best partnership model based on readiness to scale, packaging capabilities, food safety certifications and licensing, and transportation. Enter orders in accounting software and communicate with vendors and foodbanks regularly to ensure orders are delivered on time and in full. Follow up on quality issues, product rejections, discrepancies, damages, late loads, and other unforeseen problems. Support efforts to grow, develop, and maintain working relationships with vendor partners, growers, freight carriers, member foodbanks, and community partners. Assist in preparing accurate, timely reports, such as quarterly LFPA program reports for USDA AMS including both narrative and data on purchasing and distribution. Assist in preparing reports for funders and compiling compliance data as needed. Attend relevant conferences and trade shows to network with growers/producers, manufacturers, and foodbank members, as requested by senior director, food supply chain. Participate in network related phone calls and webinars. Assists as needed with site visits, program oversight, inventory, transportation, etc. for seasonal, one-time, and/or other special programs. Research emerging procurement models and sourcing partnerships and assist OAF leadership in identifying opportunities aligned with network strengths, community needs, and strategic vision. Utilize data visualizations, charts, reports, surveys, etc. from data and systems manager and food supply chain colleagues to inform continuous improvement in our work. Cross-train on core food programs functions and serve as back-up for food sourcers in the event of time off, field work, work-related travel or conferences, etc. Assist in planning meetings, conferences, webinars, and trainings as needed. Attends work regularly and on time, as attendance and punctuality are essential functions for this position. 			
Other Duties and Responsibilities			
<ul style="list-style-type: none"> Acts as an engaged member of the association staff and contributes to an inclusive, equitable, and welcoming workplace. Participates in staff and team meetings and professional development as needed Assists with identifying emerging needs and trends within the Ohio Association of Foodbanks networks. Other duties as assigned. 			
Required Qualifications and Competencies			

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<ul style="list-style-type: none"> • Bachelor's degree OR equivalent experience in nonprofit, agribusiness, food service, or related industry, college degree preferred. • At least 3 years of food procurement or food industry experience preferred; prior experience working with USDA programs preferred. • Knowledge on issues of food insecurity, nutrition, local food systems, and/or poverty preferred. • Knowledge of food safety regulations. • A demonstrated commitment to high professional ethical standards. • Excellent computer skills and proficiency in Microsoft products, web-based software, and NetSuite or similar system. • Excellent communication skills, both verbal and written. • Excellent interpersonal skills, and high comfort level working in diverse environments, inclusive of business and government. • Strong attention to detail and organizational skills. • Must have a valid driver's license, state-required minimum insurance, reliable transportation, and ability to travel to work sites within and outside of Ohio as needed. • Willingness to work flexible hours occasional early mornings, late evenings and weekends as needed. <p><i>This job description reflects management's assignment of essential functions and other duties and responsibilities; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i></p> <p><i>The Ohio Association of Foodbanks is an equal opportunity employer. The association does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, age, parental status, military service, or other non-merit factor.</i></p>			