



DEPUTY DIRECTOR (Director of Operations)

Overview of position:

The Deputy Director provides day to day oversight, ensuring compliance with the organization's standards and procedures. This role has direct oversight of the organization's programs, operations, community engagement, evaluation, and advocacy efforts, as well as assists the Executive Director with executing the organization's mission, vision, and strategic plan. The Deputy Director leads by example while creating and maintaining a positive, collaborative, and inclusive work culture. This position serves as Executive Director in their absence.

Reports to: Executive Director

Supervises: Operations and program staff

Salary Range: \$50,000-\$58,000/year

Duties and Responsibilities:

OPERATIONS & PROGRAMS

Oversees all aspects of the organization's day to day operations & the development, implementation and evaluation of all Bounty & Soul programs and services.

- Oversee and manage staff: hiring, orientation, training, scheduling, and development.
- Evaluate and manage staffing levels.
- Manage and evaluate work plans, objectives, and goals, ensuring the operation & programs are running effectively, efficiently, safely, and collaboratively in accordance with Bounty & Soul standard processes, policies, and procedures.
- Oversee and facilitate staff meetings.
- Oversee and ensure the facilitation of Equity, Diversity and Inclusion monthly staff training.
- Oversee the organization, cleanliness and maintenance of Bounty & Soul facilities, distribution sites, company vehicles, and equipment.
- Ensure daily compliance with all food safety and sanitation protocols in all aspects of the operation.
- Ensure food systems are in place and maintained.
- Oversee program development and implementation in collaboration with staff and community input.
- Develop, manage and oversee operations & program budgets.
- Work with Development Director to ensure grant funding for programs and operations.
- Oversee the data collection, reporting and record-keeping requirements ensuring accuracy, timeliness, and completion.
- Build, cultivate and manage strategic relationships and partnerships.
- Provide regular operations updates to the Executive Director.

ADVOCACY

- Collaborate with multidisciplinary organizations to understand and address root cause issues of food and nutrition insecurity, and poverty with the goal of co-creating a just and sustainable food system while supporting the health and well-being of local residents through an equity lens.

RESEARCH/EVALUATION

- Manage Bounty & Soul's monitoring and evaluation activities with the goal to identify promising, evidence-based strategies that promote health and nutrition equity.

**Requirements:**

- Proven experience as Director of Operations or Director of Programs or equivalent position.
- 3-5 years of experience in a related field: Operations, food systems, public health, non-profit management, project management, business administration.
- Excellent organizational and leadership abilities.
- Experience managing a staff of a small to medium sized organization.
- Outstanding communication and people skills.
- Working knowledge of nonprofit management and community-based initiatives.
- Working knowledge of data analysis, evaluation, and performance metrics.
- BSc/BA in health promotion, nutrition, community health, food insecurity or relevant field; MSc/MA of Public Health, Business or Public Administration will be a plus.
- An understanding of and commitment to diversity, equity, and inclusion learning and practices.

Diversity/Inclusion Statement:

The heart of Bounty & Soul's mission recognizes and celebrates diversity, inclusion, social justice, and community-led solutions to inequities. We believe that in-order to fully embrace diversity and inclusion, everyone must feel seen, heard, respected, and valued. Within our team, we strive to nurture a culture where inclusion and diversity are a reflex, not an initiative--one that unifies us in a shared sense of celebration, care, respect, passion, and commitment to social and environmental responsibilities.