



## APPETITE FOR CHANGE JOB POSTING

### DIRECTOR OF PROGRAMS

Appetite For Change (AFC) is a nonprofit social enterprise in North Minneapolis whose mission is to use food as a tool to build health, wealth and social change. Appetite For Change envisions sustainable, equitable, local food systems, created and led by thriving, socially connected families and communities.

We are seeking a Director of Programs is responsible for the operational success of Appetite For Change's nonprofit programs ensuring seamless team management and program development, program delivery, quality control, financial management, and evaluation for: Youth Training Opportunities Program (YTOP), Urban Agriculture, Community Cooks, Meal Boxes, and West Broadway Farmers Market (WBFM).

The Director of Programs will ensure that grant-related programs meet all compliance requirements. This includes: establishing and monitoring standards of performance, gathering and tracking ongoing documentation, evaluating results, timely reporting, strengthening relationships with funders and offering continuous improvement to programs.

This is a full-time position working primarily Monday through Friday day hours with occasional evenings and weekends. Currently the position is a hybrid position requiring the Accountant to be in the office two to three days per week.

#### **Director of Programs responsibilities include:**

- Program Management

Oversee and manage the Program Managers and designated staff working in Community Cooks workshop and Meals Boxes, Urban Ag, Farmers Market, and Youth Training and Opportunity Program (YTOP). Develop and maintain relationships with vendors to support Program operations.

- Community Cooks Workshops and Meal Boxes
  - Ensure that Community Cooks workshops and Meal Box Program are implemented in accordance with Appetite For Change's strategic and operational goals and align with the organizations' mission and vision.
- Urban Agriculture
  - Manage all Urban Agriculture operations (Urban Agriculture Manager and Facilitators) to ensure that all farm sites are properly planned, planted, maintained and harvested.
  - Oversee the Urban Agriculture Manager's responsibility to ensure that youth employees are supervised and coached while performing on-the-job training at farm sites.
  - Oversee the Urban Agriculture Manager to manage the farmer's market operations and properly staff each market so that program facilitators, youth leaders/interns are capable of operating the market with limited on-site management.
  - Ensure that all produce is sold, used by AFC programs/social enterprises or donated to community members in need.
  - Manage grower technical assistance to Northside growers supported by AFC.
- Youth Training Opportunity Program

- Oversee the planning, implementation and evaluation of the Youth Training Opportunity Program ensuring that all components of the program are aligned with AFC’s mission and vision.
    - Work with YTOP staff to guarantee that youth leaders and interns have the opportunity to have a diverse range of work experiences.
    - Work with the Youth Employment and Training Manager to implement and measure the impact and effectiveness of the YTOP program.
  - Farmers Market
    - Oversee the Farmer’s Market and properly staff each market so that program facilitators, youth leaders and interns are capable of operating the market with limited on-site management.
    - Manage AFC’s lease of the whole market space and the sub-leasing of spaces with 10-15 vendors.
    - Manage the license with the City of Minneapolis, ensuring that all terms are understood, complied with and licensing timelines and other requirements are met.
- Budget
  - Support the Vice President of Programs in creating and managing annual budgets and project budgets
- Grant Administration
  - Logic Models and Program Plans
  - Grant Accountability
  - Impact and Evaluation
  - Liaise with Advancement
- Leadership -
  - Serve as an active role model and advocate of the organization’s mission, values, and culture
  - Proactively collaborate with the leadership team and staff to achieve the AFC mission and vision
- Effectively manage staff
  - Recruit, interview, select and hire qualified employees
  - Provide regular guidance, support and decision-making to direct reports
  - Establish, communicate and monitor performance expectations and standards and provide respectful performance feedback to employees
  - Identify and resolve employee relations and performance issues, partnering with Human Resources as needed
  - Foster a friendly, inviting, and comfortable environment for staff to realize their potential

**Qualified candidate should have:**

- Bachelor’s degree preferred, or equivalent experience
- 5+ years project/program management and outcomes tracking experience
- 1-2+ years grant administration/management experience

- Proficiency in databases, Google and Microsoft Office Suites
- Salesforce proficiency preferred
- Financial management experience with basic including developing and monitoring budgets and financial reporting
- Experience and/or interest in food, nutrition, and healthy communities
- Experience working with diverse communities
- Valid Minnesota Driver's License and access to reliable transportation
  
- Effective leadership, management, supervisory and motivational skills
- Able to make management-level decisions and solve problems independently, effectively and creatively
- Strong interpersonal, collaboration, and relationship building skills to effectively work with a diverse variety of people and personalities in and out of the organization
- Strong mathematical, financial, quantitative and analytical skills
- Demonstrated ability to collaborate with staff and willingness to take on any task at any time
- Understand confidential nature of organization, fundraising and donor information and maintains confidence
- Strong passion for the work of Appetite For Change and serving the community

**PAY RATE:**

\$60,000 to \$70,000 - DOQ

**BENEFITS:**

Health Reimbursement Account (HRA)

Paid Time Off (PTO)

Paid Holidays

Short Term Disability (STD) Insurance

**TO APPLY:**

Send resume and cover letter to [lawanda@afcmn.org](mailto:lawanda@afcmn.org).

