

# Position Description



## Vice President for Hunger Relief

- Supervisor: SVP, Community Investments
- Classification: Exempt, Full-Time, Salaried
- Date Revised: February 2018

## Purpose

To lead the continued implementation of a countywide Hunger Relief Strategic Plan (originally adopted in October 2015) to fight hunger and food insecurity in Palm Beach County.

## Responsibilities

- 1) Continue to facilitate a framework for implementing the Hunger Relief Strategic Plan county-wide.
  - Work with the community, which includes but is not limited to, community representatives, leaders and funders to monitor and execute priorities, strategies and desired outcomes, and re-evaluate them when needed.
  - Continually build consensus and facilitate collaboration and growth with county-wide hunger relief coalition as well as appropriate committees/subcommittees.
- 2) Manage the Palm Beach County Hunger Relief Advisory Council, committees, and subcommittees
  - Effectively manage the process through meeting management tools, meeting notices, agendas, drafting materials to be considered, minutes, fact sheets, statistics, etc.
  - Mobilize stakeholders and refine hunger relief committees/subcommittees to track with hunger trends
- 3) Build community partnerships with traditional and non-traditional partners around the Hunger Relief Strategic Plan needs
  - Maintain and establish relationships with others to address issues related to food security and hunger.
  - Facilitate collaboration and communication among agencies, donors, policy makers and other stakeholders around the development and implementation of partnership initiatives and specific strategies tied in with the Hunger Relief Strategic Plan.
  - Participate on relevant community, state and national task forces, commissions and committees.
- 4) Measure, evaluate and communicate successes and challenges.
  - Collect and compile regular progress reports consistent with planned evaluation strategies, or funding requirements.
  - Prepare relevant reports and documentation for distribution, including an annual summary report on the Hunger Relief Strategic Plan.
- 5) Increase investment in food security by securing funding through grants, as well as private and corporate donations, working with resource development, major gifts and community investment teams or other United Way staff members to raise funds.
  - Identify projects for funding consistent with the identified priorities and strategies.
  - Determine the dollars or resources needed to address the identified priorities and strategies which align with the initiative's metrics.
- 6) Willingness to work flexible hours including early mornings, evenings and weekends, when needed.

## Standards

- Demonstration of strategic thinking, awareness and ability to perform effectively given internal and external influences.
- Demonstration of outstanding interpersonal, meeting facilitation and organizational skills.

- Ability to build consensus and facilitate collaboration across sectors, as well as the ability to build and sustain productive relationships with diverse individuals, groups, organizations and communities.
- Ability to successfully move a diverse group of people toward a common vision and goals.
- Demonstrated understanding of food insecurity and ability to share this knowledge with others.
- Flexibility and ability to work on multiple high-priority projects simultaneously.
- Ability to independently, effectively and creatively solve problems.
- Awareness of and demonstrated ability to be culturally sensitive to varying cultural norms.
- Ability to recognize and function appropriately in sensitive situations.
- Demonstrated excellent verbal and written communication skills.

## Core Competencies

- Creativity and Innovation
- Impact and Influence
- Leading and Managing Change
- Problem Solving
- Relationship Building
- Strategic Thinking
- Systems and Administration
- Team Leadership
- Visioning and Alignment

## Education/Experience

- Bachelor's degree required but Master's degree preferred with a minimum of five years of leadership experience in the field of human services, planning, and/or food systems (or comparable combination of education and experience).
- Experience working in a team environment, facilitating effective groups, developing collaboratives, and working with volunteers.
- Experience in working on high profile community projects with diverse stakeholders preferred.
- Ability to analyze data and develop innovative strategies to maximize results.
- Knowledge of Microsoft Office products including Word, Excel, and PowerPoint.

## Physical Requirements

Ability to perform the above responsibilities.

Ability to lift up to 25 lbs.

Must have own transportation and willingness to use it to transport meeting materials and supporting materials.

***I have read and understand the position responsibilities and standards for my position.***

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Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

\_\_\_\_\_  
Date