



of SANTA CLARA and  
SAN MATEO COUNTIES

## Position Announcement Director of Community Nutrition

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### About Second Harvest Food Bank

Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to an average of 260,000 people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than almost any other food bank in the country, through a network of 309 nonprofit partners at 985 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed more hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit [SHFB.org](http://SHFB.org).

### About the Position

We are hiring a Director of Community Nutrition to lead our Nutrition Department, one of the most robust and innovative food bank nutrition education programs in the country. The Department consists of the Director, three Nutrition Education Managers, and around 60 Health Ambassador nutrition volunteers all of whom teach about 40,000 clients a year. As the Director, you will be responsible for the following:

- The strategic direction of the department and deepening our impact
- Ensuring that the food we distribute is as healthy and safe as possible
- Overseeing the nutrition education program to teach clients about nutrition so they are excited to receive healthy food, know how to prepare it, and develop and maintain healthy dietary habits for life

The department does a wide range of activities, from implementing the Healthy Food & Beverage Policy to nutrition education, including on-site distribution education, food samples, cooking demonstrations, six-week workshops, and creating nutrition outreach materials, such as our cooking videos, client-facing Facebook page, posters, and tip cards. Feel free to check some of this out here: <https://www.shfb.org/nutrition>.

### This job might be for you if:

You are skilled at leading teams in high-level strategic thinking that is creative and innovative! You are excited to push the department to always be the most effective and have wide-ranging impact. You can work with staff to gather their input and come up with big ideas about where the department should be in 1 year...5 years...10 years! Your ideas flow from a true passion for nutrition and are progressive and informed by the latest research.

You have proven experience with program evaluation. You know how to set up a programmatic evaluation framework and implement it, including developing data collection tools and completing data analysis with large datasets. You feel highly comfortable writing up the data analysis in an easily understandable one-pager and using the results to practically inform your programs.

You are good at writing and passing policies. You have a high level of emotional intelligence and can gain stakeholder input and trust across departments and motivate them to get innovative and progressive policies

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passed and implemented. You are a thorough researcher and can comb through literature to find reliable evidence to support your policies and thinking. You are decisive.

You are an excellent manager of people. You have a positive management style and are not into micromanaging. You see yourself as your staff's biggest advocate — always coaching them and pushing them to be the best they can be.

You can juggle many different projects seamlessly. You can balance your own schedule well to get many different projects up and running on time. You are organized and optimistic. You manage and track multiple projects at a time and can issue grant reports as needed. When things don't go as planned, you don't get flustered, you get creative, stay positive, and bring out your backup plan!

<b>Reports To:</b>	Vice President of Programs & Services
<b>Location:</b>	750 Curtner Avenue, San Jose, CA 95125
<b>Hours:</b>	Full-Time, Exempt
<b>Compensation &amp; Benefits:</b>	Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and excellent retirement savings plan.

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