



## **Community Food Initiatives**

### **Donation Station Program Manager**

Updated: 5/15/2018

#### **Introduction**

The purpose of this document is to outline the responsibilities of the Donation Station Program Manager, as well as provide helpful information to accomplish those tasks.

#### **Job Description and Responsibilities**

**Job Title:** Donation Station Program Manager

**Supervisor:** Executive Director

**Hours of Work:** 35 per week

**Compensation:** \$24,024 annual salary with health care support package

#### **Job Description**

Community Food Initiatives (CFI) works to protect everyone's right to healthy, local food. Programs include Community Gardens, School Gardens, Ridge & Hollow Seed Alliance, and the Donation Station. The Donation Station Program partners with local farmers, food producers, and emergency food assistance programs to provide fresh, local food to individuals and families experiencing food insecurity in Southeast Ohio. The role of the Donation Station Program Manager is to maintain program area operations, coordinate and support personnel and contribute to fund development to support the Donation Station programmatic efforts.

#### **The Donation Station program includes:**

- The Donation Station that collects and distributes local food from the Athens Farmers Market and Chesterhill Produce Auction to food pantries while investing in the local food system
- Discovery Kitchen that provides healthy cooking education using seasonal ingredients to food pantry patrons and other community members
- Harvest Hotline that provides farmers the opportunity to donate excess produce in their fields to help feed those in need
- Grow-A-Row that gives community members who garden support in growing additional food for the Donation Station
- Seed and Plant Start Give-Aways that reduce a common barrier for those wanting to grow food for themselves and their families
- Community Orchards that are mapped online and provide an increase in long-term food security
- Donation Station Community Garden Plots that grow food for donation and engage volunteers

## Primary Duties

### ***Program Management***

- **Details of Program Components:**
- **Donation Collection**
  - **Athens Farmers Market**
    - Coordinate market booth to increase awareness, engage and solicit financial donations from the public, and use donations to purchase from vendors
    - Accept additional local food donations from vendors, gardeners and market customers
    - Ensure all food is weighed, recorded, coordinate safe transport and storage of food
  - **Chesterhill Produce Auction**
    - Coordinate table at auction to increase awareness, engage and solicit financial donations from the public, and use donations to purchase from the auction
    - Accept additional local food donations from vendors, gardeners and auction customers
    - Ensure all food is weighed, recorded, coordinate safe transport and storage of food
  - **Harvest Hotline**
    - Promote gleaning services to local farmers through partnerships with local farmers markets and auctions and OSU Extension Services
    - Coordinate harvest/gleaning from area farms during peak season
  - **Grow-A-Row Campaign**
    - Promote to community members and organizations such as OSU Master Gardeners, Athens Garden Club and civic groups
    - Send monthly e-newsletter to gardeners to maintain engagement
  - **Community Orchards**
    - Convene and facilitate Community Orchard Advisory Council at least once per year
    - Assess and coordinate maintenance for fruit tree plantings with council assistance
    - Maintain online map of tree locations and details on website
  - **Donation Station Community Garden Plots**
    - Coordinate with Community Garden Program Coordinator to plan, plant, and maintain Donation Station Garden Plots to grow food with volunteer garden stewards
- **Donation Distribution**
  - Coordinate distribution of food to partner organizations, ensuring safe food handling, and data collection
  - Maintain relationships with pantry coordinators and agency staff
- **Discovery Kitchen**
  - Oversee and support Donation Station & Discovery Kitchen Coordinator AmeriCorps member to promote, plan and implement Discovery Kitchen classes and tasting events at partner food pantry sites and community centers
- **Give-Away Events**
  - Coordinate annual give-aways for seed potatoes, seeds, and plant starts with organization partners each spring season
- Ensure ongoing programmatic excellence, program evaluation, communications, and systems; recommend timelines and resources to achieve the strategic goals
- Attend board of directors meeting quarterly to keep members informed on the program's doings and maintain open lines of communication with the board of directors
- Collect and manage all data related to the program
- Create monthly, quarterly and end-of-year report to share with supervisor
- Attend CFI staff meetings and weekly meetings with supervisor

### ***Personnel Management***

- Supervise AmeriCorps/COMCorps service member, student interns and volunteers

- Assist the Executive Director in hiring and retention of competent, qualified staff for the program
- Actively engage and energize the program staff and volunteers

### ***Communications***

- Maintain and cultivate relationships with food pantry partners, farmers and food producers, and organizational partners to ensure quality programming that meets community needs
- Convene and facilitate the Donation Station Program Advisory Council
- Publicize the activities of the program and goals; and report on achievements
- Prepare stories for social media, website, and e-newsletter
- Convene and facilitate the Hunger Prevention Coalition in Athens County
- Attend meetings of various coalitions and councils related to local food systems as time allows and as appropriate (examples: Athens Regional Food Policy Council, Athens Healthy Community Coalition, SE Ohio Food Bank Advisory Council)
- Represent CFI at various regional, state and national conferences when funding is available

### ***Fund Development***

- Assist Executive Director in researching and preparing grant applications to support Donation Station programming
- Strategize and implement fundraising campaigns to support Donation Station programming

Time permitting, the employee may be asked to assist in CFI events. This position requires the individual to be flexible in performing infrequent duties, not already listed, that may be necessary to support the mission of the organization

### **Work Schedule**

January-April: Monday- Friday

May-December: Tuesday- Saturday

### **Qualifications and Skills**

#### **Must have experience in the following:**

- Community organizing and bridge building
- Public speaking
- MS Office programs
- Working in collaborative teams
- Planning and facilitating meetings and events
- Supervision and management of employees or volunteers

#### **Skills and Abilities**

- A commitment to sustainable development, building healthy communities and strong local economies
- Thoroughly committed to the mission of Community Food Initiatives
- Familiar with the SE Ohio local food system
- Strong written and verbal communication skills; a persuasive and passionate communicator
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Integrity, positive attitude, mission-driven, and self-directed

#### **Minimum Qualifications**

- Bachelor's or advanced degree, with at least 2 years related work experience
- Valid driver's license and reliable vehicle
- Ability to lift 50 lbs
- Ability to work weekends and evenings when needed

To Apply, send resume, cover letter and three references to Mary Nally, Executive Director:

[cfi@communityfoodinitiatives.org](mailto:cfi@communityfoodinitiatives.org) The Donation Station Program Manager will be subject to a standard 120 day initial probation and subsequent annual evaluation by the Executive Director.