



Is seeking a Deputy Director for Operations

In 1983, community leaders came together to create Manna Food Center to eliminate local hunger through food distribution, education, and advocacy. At Manna, our core values are service, respect and partnership. Our commitments to Justice, Equity, Diversity, and Inclusion (JEDI) enable us to find excellent teammates and create an environment where all types of people can belong and thrive.

- Manna is participant-centered and data-driven. Our people do meaningful work in an environment where they feel a genuine sense of community and connectedness to Manna's mission.
- Manna relies on problem solving and solution creation from all levels.
- Working at Manna is a dynamic experience with the opportunity to take ownership and make a difference.
- Our work is strengthened by the voices of people with lived experience of food insecurity.

To ensure we continue progress in our quest toward Food for All, **Manna has created a new position that will serve as a critical member of the leadership team and function as the second in command. In collaboration with the Chief Executive Officer, the Deputy Director (DD) will implement tactics of the FY2023-FY2026 Strategic plan to strengthen the infrastructure, operations, and financial capacity of Manna Food Center as we optimize impact and support future growth.** As a strategic partner and member of the Leadership Team, the DD will supervise the Director of Logistics and manage relationships with finance and IT vendors, as well as landlords and other key stakeholders.

The DD must be a leader and a manager who is able to help others at Manna deliver measurable, cost-effective results that make our mission fulfillment a reality. Importantly, the successful DD will have the skills and sensitivity to build her/his team at a time of transition and work collaboratively with other organizational leaders. It is essential that the DD refine existing systems, as well as tap teammates expertise and potential to drive the Manna evolution of Manna's enterprise.

Responsibilities

Reporting to the CEO of Manna, the DD will lead all internal operations to guarantee that staff and volunteers have the tools and infrastructure they need to execute their tasks.

- Finance and Administration
 - Oversee Manna’s outsourced financial management services to ensure execution of both short- and long-term tasks and responsibilities, to include annual budget planning, audit process, and core accounting tasks.
 - Guide evolution of finance functions to ensure the effective implementation of complex policies and procedures that support sustainability and future growth.
 - Support board finance committee with governance matters such as budget review, reserve and investment policy implementation, and banking relationships.
 - In partnership with pro bono attorneys, review legal contracts for CEO execution.
 - Maintain tax exemption status, business licenses and permits
 - Ensure that the agency record retention system and Standard Operating Procedures/Processes are up to date.
 - Respond to local, state, and federal guidance and regulations related to Environment, Health & Safety across the organization
- Logistics
 - Support and supervise the Director of Logistics, ensuring the success of the logistics team that is primarily focused on receiving, processing, and sharing inventory through Food for Families and School Based programs according to mission-based priorities.
 - Work with peer agencies and donor organizations so that partnerships are built and maintained for the collection, storing, and sharing of donated and surplus foods. This includes leadership of Farm to Food Bank and Community Food Rescue.
 - Oversee vehicle and equipment leases, purchases maintenance,
- Technology
 - Analyze the current technology infrastructure and scope out the next level of information technology and financial systems that support the growth of specific programs and the organization overall
 - Developing an annual plan for IT security, equipment replacement, and network enhancements

- Oversee IT help-ticket system to assist with prioritizing of issues/troubleshooting and to guide the training and support of staff in utilizing technology investments
- Facilities
 - Work with landlords, vendors, and neighbors to make sure both Manna leased facilities, as well as satellite locations, are well-maintained, safe, and compliant with all necessary regulations, licenses, and contractual obligations.
 - Guide the Executive Assistant in the procuring and stocking of office supplies and work with her to secure and maintain all necessary office equipment and furniture.

Qualifications and Competencies

- Bachelor's degree or equivalent required. Advanced degree or MBA preferred. Certifications in health and safety practices helpful (ex. Global Biorisk Advisory Council, ServSafe) . 15+ years of relevant experience is ideal
- At least 10+ years of progressive leadership experience including financial management, with 2-3 year leading operational functions
- Strong analytical skills and understanding of how operations and finance support the broader mission of the organization
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations.
- Proven track record of success facilitating progressive organizational change and development
- Excellent judgment and creative problem-solving skills
- Strong supervising, facilitating, and coaching experience to support teams with diverse levels of expertise and skill sets in a warehouse environment
- Ability to enforce accountability, develop staff, and put our people in a position to succeed
- Superior management skills; ability to influence and engage direct and indirect reports, peers, and consultants
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a role model who can positively and productively impact both strategic and tactical finance and operational initiatives.

The DD will have broad experience with the full range of business functions and systems, including strategic planning, budgeting, business analysis.



Compensation

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. Manna is prepared to offer a very attractive compensation package, including a competitive base ranging from \$120,000-\$155,000 as well as health, 403b retirement, and leave benefits.

Why Choose Manna?

It takes all types of people to make Manna great. We seek a diverse and committed group of individuals who are eager to engage in service to the community while enabling their own personal growth and professional development. One of our core priorities is to enable our employees to enjoy a well-balanced life and career, and our benefits are an important extension of that philosophy. As such, we offer a competitive suite of benefits including:

- Participation in Manna's comprehensive Health Benefits Plan
- Eleven paid holidays + your birthday! Two weeks paid vacation, which increases with tenure, 10 paid sick days, and 3 personal days per fiscal year.
- Free Short-Term Disability Insurance.
- Generous retirement benefits.
- New parents leave.
- Support for work-related transportation and telecommuting in accordance with Manna's practices and procedure.

To apply for this position, please send your resume and letter of interest to jackie@mannafood.org

We are eager to on-board this position and will have a rolling applicant review process.

June 2022