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| South Plains Food Bank, Inc  5605 MLK Blvd., Lubbock, TX. 79404  (806) 763-3003 / Fax: (806) 503-2789 |

**JOB DESCRIPTION**

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| **Position Title** | **Department** | **Reports to:** |
| FOG Director | FOG (Farm, Orchard, & GRUB) | Chief Operating Officer |

**Position Summary**: The Director of the FOG Division is responsible for directing and managing the operations of the Carolyn Lanier Youth Farm and the George Elle Rotary District 5730 South Plains Food Bank Orchard. The FOG Director also supervises the GRUB (Growing Recruits for Urban Business) Program, a life skills and job skills training program for at-risk and volunteer teens.

**Duties and Responsibilities**:

* Responsible for FOG Department staff management, to include close working relationship with farm, orchard, and GRUB management, conflict resolution, regular department staff meetings, and team building.
* Evaluate staffing needs with the program managers, COO, and the Chief Human Resources Officer.
* Conduct annual staff evaluations.
* Serve as the public advocate and spokesperson for the department to promote community involvement, volunteerism, awareness, and donor cultivation.
* Cultivate and maintain relationships with donors, volunteers, shareholders, board and advisory committee members.
* Collaborate with outside organizations, agencies, and agricultural entities to assure that research, fundraising, and expansion opportunities are pursued.
* Communicate regularly with the FOG Advisory Chair concerning the farm and orchard growing status and GRUB Program highlights
* Assure that all correspondence and communications are handled timely including thank you letters, newsletters, regulatory information, and donor/volunteer recognition.
* Develop a working knowledge of federal, state, and local regulations regarding operations and work with farm and orchard managers to assure that all FOG programs are functioning safely, and all licensing is current.
* Stay current on related technology, materials, and resources by attending conferences and meeting approved by the CFO.
* Report monthly and annual accounting on harvest yields, volunteer hours, GRUB activities, and other reporting as requested.
* Work with the CEO, COO and the FOG Advisory committee of the Board to develop strategic plans for the department.
* Identify funding and resources needed for the department with the assistance of the CEO, CFO, COO and the Development department.
* Consult with the CFO on an annual budget for the department before submitting to Board for approval.
* Research grant opportunities and supply necessary information to Development Department and submit grant compliance information in a timely manner.
* Oversee and market the GRUB Share of Harvest or CSA (Community Supported Agriculture) Project and other produce marketing opportunities.
* Oversee the development and implementation of the GRUB program.
* Attend monthly Board of Directors meeting, FOG Advisory Committee meeting, and weekly Food Bank staff meetings, and other meetings as deemed appropriate.
* Assure that each location is always well maintained and presentable.
* Responsible for civil rights and ServSafe training and documentation for department.
* Performs other duties as assigned.

**Qualifications**:

* Graduate of a four-year degree program (horticulture, agriculture related fields, or Social Work, given preference), or 3 to 5 years’ experience in a related field.
* Demonstrated leadership and team building skills.
* Willing and physically able to perform farm/orchard duties in all weather conditions and lift minimum 25 lbs.
* Proven ability to manage and communicate well with staff
* Must have proficient computer skills with in-depth knowledge of relevant software.
* Excellent written, oral, and interpersonal skills.
* Ability to juggle and adapt to multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast paced environment.
* Strong ethical character, capable of exercising good judgement and discretion and handling confidential information.
* Desire to work with and mentor youth from diverse backgrounds.
* Ability to work independently and manage a broad spectrum of people.
* Have a valid driver’s license, be insurable, and pass a background check.
* Committed to the organizational mission of ending hunger.