

Rhode Island Community Food Bank

Job Description

Position Title: Director of Innovation and Planning

Reports To: Chief Operating Officer

Status: Exempt (salaried)



Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Position Summary: The Director of Innovation and Planning is responsible for working with the operations and program teams on the development of new innovative programs and for the development and oversight of temporary or short-term projects and programs including emergency response and distribution activity. A large area of responsibility is to work directly with member agencies on capacity building, leadership development and strategic planning. The Director oversees the Innovation and Capacity Building funds to provide financial support for member agencies individually and as a network. The Director serves as direct back-up to the COO in the execution of annual work-plans and strategic plans and is responsible for high level planning, reporting and projection management.

Duties and Responsibilities:

1. Oversees the development of new programs, temporary programs and both short term and long-term operations and programs projects.
 - a. Responsible for taking on a leadership role in all emergency distribution and response activity.
 - b. Takes on high level project management of cross team projects and plans
2. Works with member agencies and community partnership to help strengthen the organization through:
 - a. Finding innovative solutions to program challenges
 - b. Supporting and improving logistics planning for distribution and program implementation

- c. Assisting with capital planning and improvements
 - d. Helping to set-up and or provide organizational training in areas such as leadership, strategic planning and succession planning.
3. Manages the Innovation and Capacity Building Fund in support of our member agency network and community partnerships.
 4. Provides direct support to the COO in planning and analysis for the whole operations and programs department.

Skills and Qualifications:

- A Bachelor's degree and ten years related work experience or the equivalent.
- Experience in strategic planning and program development.
- The ability to think creatively and to find or create innovative solutions.
- Strong leadership abilities – able to inspire and motivate people and organizations to bring about improvement and change.
- Effective problem-solving skills, ability to quickly assess issues & develop new strategies.
- High proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Ability to manage multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- Experience with managing and developing a budget.
- Ability to make presentations and develop and deliver reports to a varied audience.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: Work is typically performed in an office using computers and phones extensively. Occasionally walks through or works in the warehouse and is subject to varying temperatures (exposed dock, coolers and freezers) in all seasons. May lift, move and carry objects up to 50 pounds. May work outside of normal working hours and frequently drives to sites out in the community. There may be occasional travel to attend meetings and workshops.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

Employee Signature

Date