

# Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

---



Gleaning Network • Potato & Produce Project • Harvest of Hope

## Job Opening: Regional Office Director

**Title:** Regional Office Director, Georgia (South Atlanta)  
**Reports to:** Operations Manager  
**Basic Functions:** Fundraising, Public Relations, Management, Program Oversight  
**Starting Salary:** \$42,000  
**Starting Date:** March, 2018  
**Application Info:** Email résumé (Word or PDF) to Bill Leach, Operations Manager, at [bill@endhunger.org](mailto:bill@endhunger.org)

## Specific Duties and Responsibilities

### Fundraising

1. Initiate and carryout annual fundraising efforts within the region to meet annual income budget
2. Work with supervisor and SoSA national development staff in establishing and meeting goals
3. Establish and execute approved office annual income and expense budgets (\$150K-\$200K)
4. Conduct appropriate fundraising activities related to all funding sources (Churches, Individuals, Corp./Foundations)
5. Use Donor Management database efficiently for most effective donor communication
6. Provide regular required reports to SoSA national accounting and database staff

### Public Relations

1. Represent and serve as the face of SoSA for all programs within the region
2. Represent SoSA in a wide variety of public and private forums
3. Conduct Public Relations efforts for SoSA within the region
4. Coordinate and cooperate with organizations and agencies working in the food recovery/distribution space, to ensure that food is shared most efficiently and that the most people in the greatest need receive the greatest possible amount of nourishing food
5. Pitch regional activities/stories to media statewide
6. Use social media to promote SoSA's mission and activities within the region

### Management

1. Manage office operations
2. Follow all SoSA policies, rules, and guidelines and ensure that regional staff do so as well.
3. Coordinate Regional Operations with SoSA National Office Staff
4. Oversee region-level financial records and bank account.
5. Provide required reports and other information to SoSA national office
6. Maintain close communications/coordination with SoSA national staff
7. Participate in regular national staff meetings by phone

### Program Oversight

1. Supervise regional Program Coordinator conducting statewide gleaning efforts
2. Keep regional goals front and center with Program Coordinator and seasonal staff, to ensure best progress

3. Assist in program execution as time and requirements permit
4. Assist in recruiting growers, volunteers, and food receiving agencies
5. Ensure gleaning and distribution information is recorded accurately and in a timely way by Program Coordinator; review data regularly for compliance and progress
6. Assist in identifying large volume produce donors and receivers and coordinate with Potato & Produce Project Director at SoSA national office
7. Recruit church groups to attend Harvest of Hope program and coordinate with the Harvest of Hope Director when an event is held in the region

### **Other Duties**

As may from time to time be necessary or assigned.

### **Education, Skill, and Physical Labor Expectations**

- Goal-directed, with self-starter mentality and work ethic
- Collegial style
- Ability to work efficiently and effectively with minimal supervision, while achieving organization and region's goals and objectives
- Good management and supervisory skills
- Maturity
- Flexibility
- Excellent oral and written communication skills
- Conversant with Christian faith language and texts; comfortable speaking in churches/faith communities
- Extremely proficient in computer use; comfortable learning new computer programs
- College degree
- Willing to learn new skills and grow in the role
- Able to lift up to 25 pounds occasionally, when assisting Program Coordinator with gleaning events or when hauling displays/materials to tabling or workshop events

### **Other**

Successful education and employment records and reference checks will be required prior to any job offer being extended. A national criminal background check (at SoSA's expense and initiation) will be required upon hire. Employment with the Society of St. Andrew is at-will.

### **Work Hours and Conditions**

Office space will be one or more rooms in a church building in the greater Atlanta area. This is considered the primary work location, and Regional Director's regular work hours will be Monday–Friday, either 8:00am–4:00pm or 8:30am–4:30pm Eastern time (to be set in consultation with Operations Manager). Some weekend and evening work may be required for speaking engagements and support with program activities.

All necessary office equipment, furnishings, and supplies will be provided. SoSA has a reimbursement policy covering use of personal vehicles for work-related travel.

## Benefits

After 60 days, this position is eligible for Health and Dental Insurance coverage. SoSA pays 80% of individual or family premiums for the lowest cost of several available health care options and provides assistance toward medical expenses through a contribution to a Health Savings Account for the employee.

In January or July after one full year of employment, this position is eligible for 401K enrollment. SoSA puts in 5% of salary and matches up to an additional 4% employee contribution.

Sick leave and vacation accrue from the first day of employment at a rate of 8 hours per month each. There are 11 paid holidays annually.