

Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato & Produce Project • Harvest of Hope



Job Opening: Director: Potato & Produce Project

Title: Potato and Produce Project Director

Reports to: Operations Director

Basic Functions: Oversees day to day operations of SoSA's large-load produce recovery and distribution program and its seed project

Starting Salary: \$47,500

Starting Date: October 2023

Location: This position is based out of the national office in Big Island, VA (Lynchburg area)

Application Info: Email cover letter and résumé (Word or PDF) to D'Lynn Burgess,
Human Resources Director, at hr@endhunger.org

PRIMARY RESPONSIBILITIES

Operational

1. Identify and secure large-load donations of fresh fruits and vegetables from growers, packing houses, trucking companies, food hubs, grocery distribution centers and other food providers across the 48 contiguous United States.
2. Build relationships with farmers and distribution companies to establish long term availability of produce.
3. Locate, find and build relationships with trucking companies and brokers, to ensure reliable availability of transportation at the lowest price for food made available to SoSA.
4. Coordinate a "crop drop" system, whereby donated loads of fruits and vegetables are sent to nearby agencies, congregations, communities, schools/colleges, etc. for packaging and local distribution, focused on the shortest food mile.
5. Develop, initiate, and promote an advance preparedness model for crop drops that encourages agencies, schools, congregations, communities, etc. to create a mobilization plan when notified of unplanned abundance. Creating a process of mobilization so that crop drops can be arranged quickly in multiple locations nationwide. Getting fresh produce to hungry people efficiently and with maximum remaining shelf life.
6. Manage SoSA's Seed Project.
 - a. Seek donations or purchase seeds and seed potatoes for distribution to recipients nationwide
 - b. Maintain and grow list of potential seed partners
 - c. Pack and ship seed packets as needed throughout the year
 - d. Maintain records and database entry of distribution
 - e. Follow up with recipients to ensure planting was successful
7. Work with Operations Director in the development and implementation of an emerging Produce Pick-up program within the existing crop-drop system. Mobilizing loads in pick-ups between 600 and 2,000 pounds of produce and delivering into low-income communities.

Public Relations

1. Represent SoSA in a wide variety of public and private forums
2. Conduct Public Relations efforts for SoSA as needed
3. 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

Management

1. Manage project operations. This includes developing income and expense budgets, 3 year plans, monitoring expenses, and maintaining budget requirements.
2. Follow all SoSA policies, rules, and guidelines.
3. Oversee program-level financial records.
4. Provide required reports and other information to SoSA national office.
5. Maintain close communications/coordination with SoSA national staff. 6.

Participate in regular national staff meetings.

Program Oversight

1. Keep project goals front and center with Director of Operations and SoSA Executive Director to ensure best progress.
2. Ensure gleaning and distribution information is recorded accurately and in a timely way, review data regularly for compliance and progress.

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 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
- Proficient in computer use; comfortable learning new computer programs
- College degree or 4-6 years' work experience with progressive responsibilities

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

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 Director). Some weekend and evening work may be required for speaking engagements and support with program activities.

BENEFITS

- After the initial 60 days of employment, 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 contributes 5% of employee's salary and matches up to an additional 4% employee contribution. The 401K is fully vested after three years.
- 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.