



POSITION PROFILE

Director of Programs and Facilities

2024

This search is managed in partnership with Summit Search Solutions, Inc.



ABOUT BOUNTY & SOUL

A comm**UNITY**-based non-profit providing access to fresh produce and wellness education for everyone.

Bounty & Soul is an innovative grassroots community-based organization working to advance food and health equity by giving everyone a fair opportunity to eat well, be healthy, and thrive by providing consistent access to nourishing food, health & well-being education, and a supportive community. The culture is an energetic, passionate, and committed team made up of a small but mighty staff, more than 400 volunteers, 100+ community partners and key stakeholders who are dedicated to advancing its mission.

Bounty & Soul actively supports the community within the following channels:

FOOD. Produce to the People provides equitable access to nutritious, culturally relevant food through weekly community markets. Together, three times a week, Bounty & Soul provides cooking demos and kids activities, shares local foods from local farms, provides fresh produce and other healthy staples, and creates a healthy experience of community connection.

FARMS. The Farmers Alliance program is committed to developing a supportive and reciprocal relationship between Bounty & Soul and local farmers and growers while connecting the community to local produce and gardening education. Partnering with over 72 local farms, community gardens, and home gardens in Buncombe and surrounding counties in North Carolina to provide local foods at its Produce to the People markets.

HEALTH. Rooted in Health supports Bounty & Soul's belief that access to culturally relevant and community-focused education & wellness resources is something that every individual and community should have the opportunity for.

At its markets and online, Bounty & Soul provides nutrition information, cooking demonstrations, and education on food preservation, gardening, sustainability, self-care + stress relief, and other community-wellness resources in the form of classes, resources and written materials (in English & in Spanish).

MISSION

Together, we connect, share, and celebrate nutritious food, education, and community.

VISION

Creating communities where everyone has the right and opportunity to eat well, be nourished, and thrive.



Volunteers are the heartbeat of Bounty & Soul. It couldn't operate without their service, dedication, and commitment. Every week volunteers donate their time and talents to improving the health and well-being of their fellow community members. With over 350 active volunteers, they are responsible for loading and unloading trucks, displaying the bounty of food, helping participants select their food, assisting with educating on healthy ways to prepare the food, and offering a hug or kind word to another.

BOUNTY & SOUL'S COMMITMENT TO DIVERSITY AND INCLUSION

The heart of Bounty & Soul's mission recognizes and celebrates diversity, inclusion, social justice, and community-led solutions to inequities. We believe that to fully embrace diversity and inclusion, everyone must feel seen, heard, respected, and valued. Within our team, we strive to nurture a culture where inclusion and diversity are a reflex, not an initiative - one that unifies us in a shared sense of celebration, care, respect, passion, and commitment to social and environmental responsibilities. In that spirit, we center community in all decision-making and carry out our mission in accordance with community desires.



ABOUT THE POSITION

The **Director of Programs and Facilities** collaborates with the Director of Food and Farms and the Director of Special Projects, ensuring that the organization's values, standards, procedures and mission objectives are met. This role has direct oversight of Rooted in Health, Bounty & Soul Latino and Community Engagement programs ("Education and Engagement Programs"), facilities management, as well as evaluation and advocacy efforts in alignment with the organization's strategic plan. This is a fast-paced, highly collaborative role in which coordination and logistics across programs is vital. The Director must understand the complex logistics of each department's operations and participate efficiently in cross-departmental communication, resolving time-sensitive logistical issues that arise on a daily basis, collaborating with their co-directors to keep the flow of food, people, schedules, processes, vehicles and equipment moving, while maintaining agency standards of service with and for the community. The Director of Programs and Facilities leads by example while creating and maintaining a positive, collaborative and inclusive work culture.

DUTIES AND RESPONSIBILITIES

Operations

Collaborates with co-directors to ensure cross-departmental functioning in day-to-day operations, in partnership with the staff and volunteers.

- Oversees Program Managers within Rooted in Health™, Bounty & Soul Latino, and Community Engagement, and supports the hiring, orientation, and training of program staff.
- Develops training and experiences that foster the growth and development of program staff and volunteers.
- Makes recommendations to the Executive Team for staff promotions, compensation and growth opportunities.
- Evaluates needs of education and engagement programs and staff capacity. Identifies gaps, redundancies, and inefficiencies, and strategizes and executes solutions.
- Ensures programs are running effectively, efficiently, safely and collaboratively in accordance with Bounty & Soul standard processes, policies and procedures.
- Manages programs with awareness of short term and long term operational strategies.
- Oversees the upkeep and maintenance of Bounty & Soul facilities, distribution sites, company vehicles, and equipment. Coordinates collaboratively with co-directors to ensure logistics stay on track.
- Manages and oversees program budgets and facilities & vehicle budgets.
- Builds, cultivates and manages strategic relationships and partnerships.
- Provides regular programmatic, facilities, and vehicle updates to the Co-Executive Directorship.

Programs

Oversees the development, implementation and evaluation of education and engagement programs and services, and ensures the fulfillment of the mission and alignment with the strategic plan.

- Oversees and deepens program development and implementation in collaboration with staff and community input. Emphasizes community involvement to inform decisions.

- Collaborates strongly and consistently with the Director of Food and Farms and the Director of Special Projects to ensure that emergent issues are addressed with awareness of impact to each department's logistics and needs.
- Maintains a daily "birds-eye-view" of programs and harmonizes intersecting program components.
- Collaborates with co-directors to develop work plan structures, review frequency, and processes and adopts these within education and engagement programs under their leadership.
- Directly supervises the work plans of the Community Engagement Manager, Rooted In Health Manager, and B&S Latino Manager.
- Co-creates and manages new, innovative initiatives & program opportunities within their department.
- Oversees and deepens data collection efforts, reporting, and record-keeping requirements of organization's programs, ensuring accuracy, timeliness and completion. Collaborates with co-directorship to develop advanced data collection.
- Builds and maintains strategic partnerships and collaborations.
- Develops and oversees program budgets according to fiscal policy and sound business practices.
- Provides regular updates to the Co-Executive Directorship, reporting budgetary needs and concerns, performance achievements and barriers, facilities and vehicle updates, and program evaluation metrics.
- Identifies opportunities for deepening community engagement.

Advocacy

Collaborates with multidisciplinary organizations to understand and address root cause issues of food and nutrition insecurity, and poverty in the greater Western North Carolina area with the goal of promoting equity and supporting the health and well-being of local residents.

- Represents, supports and shares the philosophy of Bounty & Soul's mission, vision and values in appropriate community groups and venues.
- Builds positive and effective relationships outside the organization.
- Communicates and educates effectively and regularly with partner organizations, policymakers, media, and others as it pertains to organization's strategies surrounding food insecurity, nutrition and public health.
- Facilitates and/or participates in relevant cohorts, collaboratives, coalitions and cross-sector roundtable discussions.
- Assist in formulating and implementing organizational policy and strategies.

Research/Evaluation

Manages Bounty & Soul's monitoring and evaluation activities with the goal to identify promising, evidence-based strategies that promote health and nutrition equity.

- Performs the collection, analysis, documentation, and interpretation of programmatic information using results based accountability and other evidence based metrics.
- Produces regular reports to communicate program metrics to key stakeholders and relevant partners.
- Collaborates with local research entities to build Bounty & Soul's evaluation capacity.
- Engages in state or national efforts to identify research gaps and opportunities.
- Clearly communicates and presents findings of Bounty & Soul's evaluation efforts across wide-range of audiences.

DESIRED QUALIFICATIONS

- Proven experience as Director of Operations, Director of Programs, or equivalent position.
- Proven experience in supervision and management of program staff.
- Proven skills in collaborative projects.
- Strong project management skills.
- Excellent organizational and leadership abilities.
- Strong memory and ability to retain programmatic information.
- Ability to listen for detail and make decisions quickly in a fast paced environment.
- Substantial experience in process improvement and creating efficiencies.
- Strong experience in human resources functions including hiring, onboarding, and termination documentation.
- Substantial experience in staff development and performance management.
- Outstanding communication and people skills.
- Knowledge of nonprofit management and community-based initiatives.
- Working knowledge of data analysis, evaluation, and performance metrics.
- MSc/MA of Public Health or Community Development will be a plus.
- 3-5 years of experience in a related field: nutrition, food insecurity, public health, project management or social work preferred.

WORKING CONDITIONS

This position works in an office setting with frequent exposure to a warehouse environment and the outdoors, both of which can at times be hot or cold depending on the season. This is a sometimes fast-paced, hands-on, physical work environment. The noise level in the work environment is moderate within the warehouse. The office environment requires self awareness and attention to communal needs.

PHYSICAL DEMANDS

Position requires the ability to, on occasion when needed, lift and transport 40+lbs, operation of manual pallet jacks, and driving company vehicles.

Primary office functions require sufficient physical ability and mobility to work in an office setting. This includes: the ability to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

LOCATION

Bounty & Soul's offices and warehouse are located in scenic Black Mountain, NC.

SALARY AND BENEFITS

Salary is in the mid \$60,000s.

Benefits include: Health, vision, dental, short-term disability, and life insurance benefits, PTO.



HOW TO APPLY

Bounty & Soul, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled; **individuals who apply by January 24, 2025, will be given first consideration.** Please submit a resume and letter of interest upon application. All applications and nominations will be held in confidence.

To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su440>

For more information or to offer recommendations or nominations:

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Bounty & Soul is an equal opportunity employer and will not discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.



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Love notes mean so much to our community as a new participant recently expressed,

"Oh my goodness I just wanted to tell you how grateful I am for these beautiful messages that sneak their way into our boxes. The one I received yesterday was particularly special and was exactly what I needed to hear! I literally cried tears of joy when I read it. Thank you for all of your time dedicated to this beautiful volunteer project and thank you to all the people that send these notes, they really do make a difference!"