



Nutrition. Education. Financial Empowerment.

Job Announcement

**Deputy Director
CORE Services (Management & Administration)**

FoodChange (formerly Community Food Resource Center) is dedicated to improving the lives of New Yorkers through nutrition, education and financial empowerment. Founded in 1980, the agency first focused exclusively on feeding New York's hungry children and adults. Over time, FoodChange expanded our services to address the underlying financial barriers that compel people to participate in these emergency meals programs. Our initiatives include increasing people's income and purchasing power through access to benefits and vocational skill-building. In further pursuit of our mission, today we aim to make nutrition and wholesome eating a daily reality for all New Yorkers.

We are seeking a full-time Deputy Director. This position will be responsible for overall management of all administrative functions for the organization (operations, human resources, finance and information technology) as well as play a major role in developing and implementing strategic planning initiatives and special projects under the direction of the Executive Director. The Deputy Director acts in the place of the Executive Director in his/her absence.

Essential duties and responsibilities include the following and may be adjusted as needed and are not considered all-inclusive:

- Supervision of four director-level administration professionals and their staff (operations, human resources, finance and information technology).
- Oversee all financial controls and monitoring with Director of Finance including internal and project budgeting, cash flow analysis and revenue forecasting.
- Provide secondary program supervision over all program areas to support executive director including goal setting, performance monitoring and direct service functionality.
- Manage financial and contractual arrangements (including compliance) with key constituencies for grants and government contracts with finance and development departments.
- Oversee seamless administrative support for programs while translating program goals and objectives into concrete deliverables for administrative staff.
- Support Executive Director in interactions with board of directors including drafting resolutions and corporate actions.
- Serve as point person for organization for all legal and regulatory matters relating to ongoing operation of non-profit corporation.
- Work with facilities staff to oversee organization's physical assets including commercial lease analysis and vendor negotiation.

Qualifications:

BA/BS degree is required; MBA/JD/MPA or other advanced degree highly desirable. Executive-level experience in management and administration with significant supervisory experience. Sound understanding of basic accounting principles; budgeting and procurement processes; excellent oral and written communications skills; and be comfortable with a high-profile role involving frequent contact with foundations, government officials, the non-profit community and the general public. Basic proficiency in Microsoft Office Suite software (MS Word, Excel, Outlook) is required.

Salary commensurate with experience and qualifications. We offer excellent benefits. E.O.E.

Please send a cover letter and resume to:

FoodChange- Human Resources Dept.
39 Broadway, 10th Floor
New York, New York 10006

Or e-mail to: jobs@foodchange.org / fax to: (212) 616-4988